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FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY



*Alberta*  
*Directory*  
*1995*

CANADIANA

OCT 3 1995





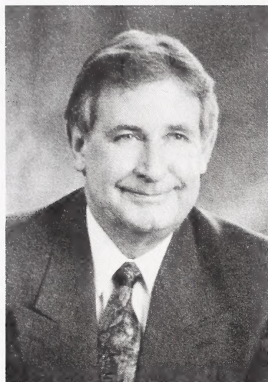
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THE PREMIER OF ALBERTA



#### A MESSAGE FROM THE PREMIER

The Freedom of Information and Protection of Privacy Act reaffirms this government's commitment to open, accountable and accessible government, and gives Albertans a formal method of requesting information that is not routinely available through regular channels. At the same time, the Act closely protects the privacy of individual Albertans.


The *Alberta Directory* has been developed to help you, the citizens of Alberta, find the information you want to access. The directory tells you how the government is organized, identifies the types of records we maintain, and explains where and how to get information on those records.

This government believes that all Albertans have a right to know how it operates, and to examine the information that it uses to make sound public policy choices. The government also understands the importance of protecting certain information as it relates to Albertans' individual privacy.

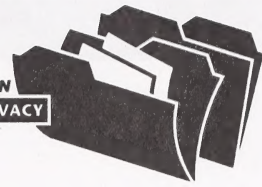
I hope this directory is helpful to you in seeking a better understanding of your government's operations.

A stylized, handwritten signature of Ralph Klein.

Ralph Klein



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# *Alberta Directory 1995*



Additional copies of this directory can be obtained  
from the Queen's Printer Bookstores:

11510 Kingsway  
Edmonton, Alberta T5G 2Y5  
Telephone: (403) 427-4952  
Fax: (403) 452-0668

Main Floor, McDougall Centre  
455 - 6th Street SW  
Calgary, Alberta T2P 4E8  
Telephone: (403) 297-6251  
Fax: (403) 297-8450

The Public Affairs Bureau produces a catalogue of  
Government of Alberta Publications which can assist  
you in identifying information that is routinely  
available to the public. For a copy of the Queen's  
Printer Bookstore Catalogue, contact the Public Affairs  
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**PART 1 INTRODUCTION**

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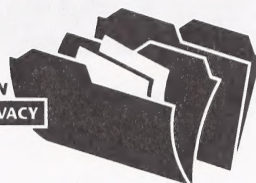
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**APPENDIX**

Freedom of Information and Protection of Privacy Act 339







Alberta's Freedom of Information and Privacy Act demonstrates the government's commitment to providing open, honest and accountable government to the public.

## PART 1

### Introduction

The Freedom of Information and Privacy Act gives the public a legal right to access the information held by government public bodies that is not of a personal nature. Information is not released only if it falls under one of the limited and specific exemptions in the Act. The Act also gives individuals a right to verify the information the government has about themselves and to correct inaccuracies in the information. Again, information may be withheld only if it falls under one of the limited and specific exemptions set out in the Act. Except as noted, it is included as an appendix to this directory.

The Act also provides other procedures involving government information. Information is intended to be used as a tool rather than as a barrier. It is a register of the procedures for access to government information.

The Alberta Directory describes the location, organization and type of records in each public body and gives the address and telephone number of the public body's Freedom of Information and Privacy Coordinator. It will help you determine where you should go, write or call to make requests about information held by public bodies covered by the Act.

## DIRECTORY TERMS

**Freedom of Information and Privacy Coordinator** - Each Alberta government public body has a Freedom of Information and Privacy Coordinator. The Coordinator can answer questions and help you identify the records you wish to see. They can be contacted by postal mail or by telephone. The address, telephone number and fax number of the Coordinator appear at the beginning of each public body entry.

**Personal Information Bank** - A personal information bank is a collection of personal information about an identifiable individual.



*Note: The introduction to the Alberta Directory is in large print to assist persons with visual disabilities.*

Alberta's **Freedom of Information and Protection of Privacy Act** demonstrates the government's commitment to providing open, accessible and accountable government to the people of Alberta.

The **Freedom of Information and Protection of Privacy Act** gives the public a legal right to access the information held by Alberta government public bodies that is not of a personal nature. Information may be withheld only if it falls under one of the limited and specific exceptions set out in the Act. The Act also gives individuals a right to see the information that the government has about themselves and to request corrections to that information. Again, information may be withheld only if it falls under one of the limited and specific exceptions set out in the Act. A copy of the Act is included as an appendix to this directory.

The Act complements other procedures for obtaining government information. It is intended to be used as a last resort and does not limit or replace existing procedures for access to government information or records.

The Alberta Directory describes the mandate, organization and types of records in each public body and gives the address and telephone number of the public body's Freedom of Information and Privacy Coordinator. It will help you determine where you should go, write or call to make enquiries about information held by public bodies covered by the Act.

## DIRECTORY TERMS

**Freedom of Information and Privacy Coordinator** – Each Alberta government public body has a Freedom of Information and Privacy Coordinator. The Coordinators can answer questions and help you identify the records you wish to see. They can be contacted in person, by mail or by telephone. The address, telephone number and fax number of the Coordinator appear at the beginning of each public body entry.

**Personal Information Bank** – A personal information bank is a collection of personal information about an identifiable individual.



**Procedure Manuals** – In the directory, the term “procedure manual” is broadly used to include all of the manuals, handbooks and guidelines that are used by employees of the public body for making decisions which affect the public.

**Public Body** – The Act refers to government entities as public bodies. They include all Alberta government departments, agencies, boards, commissions, corporations and offices. A complete definition of public body is given in section 1(1)(p) of the Act. A complete list of the public bodies is provided in the Freedom of Information and Protection of Privacy Regulation.

**Record** – Under the **Freedom of Information and Protection of Privacy Act**, “record” is defined as “a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.”

**Third Party** – Any individual, group of individuals or company other than the applicant or a public body is considered to be a third party. When a request for information includes information that affects the personal or business interests of a third party, those interests must be considered before the information can be released.

## **FORMAT OF THE DIRECTORY**

The Alberta Directory has four parts:

- The **Introduction** provides information about the Freedom of Information and Protection of Privacy legislation and describes how to make a request under the Act.
- **Common Records** identifies the types of records which are maintained by all or most public bodies to administer their programs. These records are consolidated in Common Records to reduce duplication in the individual public body entries. However, access to the records is through each individual public body.

- **Public Body Mandates and Records** has an entry for each public body. Public body entries with a separate head and/or access address are arranged alphabetically by public body name. Where agencies are closely affiliated with a government department and access would be through the departmental Coordinator, the entries are included with the departmental entry. The Subject Index will direct you to the location of the public body entry. The following information is provided:
  - general information about the public body including: the title and address of the head, the address of the Freedom of Information and Privacy Coordinator, the general information telephone number if there is one, the mandate and a description of how the public body is organized;
  - a description of the general classes or types of information in the custody or under the control of the public body;
  - a general listing of the records of the public body; and
  - a detailed listing of the personal information maintained by the public body including the categories of individuals whose information is included, the reason and legal authority for collecting it, and the categories of persons who use it or to whom it is disclosed.

Most public body entries are divided into a number of organizational units, each one identified by a code. The code is used in the subject index to assist you in locating information in the public body entry.

- The **Subject Index** is an alphabetic listing of all the keywords or subject headings used in identifying the public body mandates, functions and information holdings. Each entry has the subject matter, the public body code and the page number for the information.

## HOW TO USE THE DIRECTORY

If you know the public body that has the records you want to access, you can go directly to that part of the directory. Part 3 contains all the public body entries in alphabetical order. The alphabetic listing of public bodies at the beginning of Part 3 gives the starting page of the public body.

If you know the name of the program or record that you are interested in, find the name in the Subject Index, Part 4. After the name of the program or record, there is a code that identifies the public body responsible for the records followed by the page number. Turn to the indicated page to find the information.

If you don't know where to look for the information you are interested in, look in the Subject Index for keywords that describe the subject of the program or record you want. The programs or records are listed beneath the keyword followed by the public body code and the page number where the information can be found.

## **HOW TO MAKE A REQUEST FOR INFORMATION**

In many cases, it is not necessary to apply under the Act to obtain information. To request information that is normally available to the public, call or visit the appropriate government office.

For information that is not normally available from a public body, a request can be made under the Act. A request must be in writing. The request can be made using the form provided following page 10 or by writing a letter to the public body. Copies of the request form are available from the Freedom of Information and Privacy Coordinators or from local public libraries. If you are writing a letter, please indicate that you are making the request under the **Freedom of Information and Protection of Privacy Act**.

- Consult this directory to determine the public body to which your access request should be directed.
- Identify the information that you want to access. Be as specific as possible. If you are not sure what specific records you want to access, contact the Coordinator of the appropriate public body for assistance.
- Provide your name, address, and a telephone number where the Coordinator can contact you with any questions about the request.
- Sign the request form or letter.



- Send the completed request form or letter and the initial fee (if required) to the Coordinator of the public body most likely to have the information. The mailing address appears at the beginning of each public body entry.

If you are not sure that you have the right public body, call the Coordinator and check. If you send the request to the wrong public body, the Coordinator will have to transfer the request to the public body that has the records, resulting in a delay.

Public bodies must respond to your request within 30 days of receiving it if they can. In some cases, they may need more time to process your request and will advise you of when the response will be provided.

A fee will be charged for requests for information that is not your own personal information. Refer to the current fee schedule (published separately) or contact the Coordinator for the amount. When an initial fee is required, it must be paid before the request will be processed. If there will be additional charges, you will be informed of the estimated cost, and you must advise the public body whether or not you want to proceed with the request.

If you are requesting your own personal information, there may be a charge for producing the copy.

Normally, when records concern personal information, you may only request your own personal information or information for an individual for whom you have legal authority to act. However, Section 40 of the Act contains a provision allowing researchers to access personal information if it is required for their work. Researchers must present a proposal to the public body showing how the provisions of the Act will be met and will be required to sign a Researcher Agreement with the public body. Contact the appropriate public body for the necessary instructions and forms.

## HOW TO REQUEST A CORRECTION OF PERSONAL INFORMATION

Routine changes or corrections to personal information such as a new address or new telephone number do not require a formal request under the Act. Simply contact the public body that has the information and provide it with the change or correction.

If you believe the information which a public body has about you is untrue or misleading, you can make a request under the Act to have it corrected. Even if the public body does not agree to change the information, it must make a note on your file that you have requested the change.

A request for correction of personal information must be in writing. The request can be made using the form provided following page 10 or by writing a letter to the public body. Copies of the request for correction of personal information form are available from the Freedom of Information and Privacy Coordinators or from local public libraries. If you are writing a letter, please indicate that you are making the request under the **Freedom of Information and Protection of Privacy Act**.

- Consult this directory to determine the public body to which your request for correction should be directed.
- Identify the information that you believe is wrong and give the correction. Be as specific as possible.
- Provide your name, address, and a telephone number where the Coordinator can contact you with any questions about the request.
- Sign the request form or letter.
- Send the completed request form or letter to the Coordinator of the public body most likely to have the information. The mailing address appears at the beginning of each public body entry.

## HOW TO REQUEST A REVIEW

The Information and Privacy Commissioner provides an independent review of the decisions of public bodies under the **Freedom of Information and Protection of Privacy Act** and investigates complaints under the Act.

You may request a review of the public body's decision regarding your request if:

- the public body denied access to some or all of the records requested,
- the public body was unable to locate a record that you believe it has in its custody or control,
- you feel the public body is taking too long to respond to your request,
- you feel that the requested fee is too high,
- you have requested a correction to personal information and it has not been accepted, or
- you are a third party and the public body is going to give access to information that affects your interests without your agreement.

Requests for a review must be in writing, either using the form shown following page 10 or in a letter. If you are the applicant, you have 60 days from the time of the decision to submit a request for a review. If you are the third party, you have 20 days from the date of notification to request a review of the decision to release the information.

The request for review must include:

- the name of the public body whose decision is to be reviewed,
- the request number assigned to the original request by the public body,
- the nature of the original request,
- the decision that is to be reviewed, and
- your name, address and telephone number.

Copies of the original request and the public body's decision letter should also be provided if possible.

Send your request for a review to:

Information and Privacy Commissioner  
410 Alberta Treasury Branches Plaza  
9925 – 109 Street  
Edmonton, Alberta  
T5K 2J8

## **ADDITIONAL SOURCES OF INFORMATION**

The Government of Alberta provides a number of resources to help you locate and access information that is routinely available.

The Public Affairs Bureau publishes and distributes a number of reference documents through the Queen's Printer Bookstores. These include:

- **RITE Directory** – A telephone directory of government offices throughout the province.
- **Government of Alberta Publications** – A catalogue of non-legislative government documents available from government departments. It is compiled annually and there is a quarterly update produced.
- **Queen's Printer Bookstore Catalogue** – A catalogue of Alberta statutes, regulations and departmental publications available for sale from the Queen's Printer Bookstores.

To obtain any of these publications, contact the Public Affairs Bureau at the following locations.

Publication Services  
11510 Kingsway  
Edmonton, Alberta T5G 2Y5  
Telephone: (403) 427-4952  
Fax: (403) 452-0668

Publication Services  
Main Floor, McDougall Centre  
455 – 6th Street SW  
Calgary, Alberta T2P 4E8  
Telephone: (403) 297-6251  
Fax: (403) 297-8450

These and a number of other government publications are also available in larger public libraries throughout Alberta.



The Alberta Government has a home page on the World Wide Web of the Internet. It connects users to a number of different government services and publications. The service is new in 1995 and available offerings change regularly. The home page can be reached at

**<http://www.gov.ab.ca/>**

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*Visually impaired individuals who want additional information about the **Freedom of Information and Protection of Privacy Act** or need help in locating government records should contact their local RITE operator and ask to speak to the Freedom of Information and Privacy Coordinator of the appropriate public body.*

*If you need assistance in determining which public body to contact, call the Information Management and Privacy Branch of Public Works, Supply and Services at (403) 422-2657.*

## FORMS

- **“Request for access to information” form**
- **“Request for correction of personal information” form**
- **“Request for review” form**

Instructions on completing the forms can be found on pages 16-21.



## Request for access to information

**This is a request for:** *(Please check one)*

☐ General information

☐ My own personal information

☐ Personal information for another person  
*(Attach proof of authority to act for the person)*

**Which Public Body are you asking for Information?** *(Please fill in name of Department, Agency, Board or Commission)*

•

### Applicant

☐ Mr. ☐ Ms.

Last name

First name

☐ Mrs. ☐ Miss

Company name *(if applicable)*

•

Mailing address

•

City or town

Province

Postal code

•

•

•

Telephone (home)

Telephone (work)

Fax

•

•

•

### What information are you requesting?

☐ I would like to receive a copy of the original record.

☐ I would like to examine the original record.

**Please describe the information or records to which you want access in as much detail as you can.** *If you want access to personal information, be sure to provide all of the person's previous names. If you need more space, please use the back of this form.*

•

**Applicant's signature**

•

**Date**

•

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. **A fee may be charged for providing the information requested.***

### For Public Body use only

Date received

Request number

Comments







## Request for correction of personal information

**This is a request for correction to:** *(Please check one)*

☐ My own personal information

☐ Personal information for another person *(Attach proof of authority to act for the person)*

**Which Public Body are you asking for information?** *(Please fill in name of Department, Agency, Board or Commission)*

•

### Applicant

☐ Mr.

☐ Ms.

Last name

First name

☐ Mrs. ☐ Miss

•

•

Company name *(if applicable)*

•

Mailing address

•

City or town

Province

Postal code

•

•

•

Telephone (home)

Telephone (work)

Fax

•

•

•

### What information are you requesting to be corrected?

**Please describe the records in as much detail as possible.** *Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.*

•

**Please describe the correction you are requesting and the reason for it.** *Please attach any supporting documentation.*

•

**Applicant's signature**

•

**Date**

•

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request.*

### For Public Body use only

Date received

Request number

Comments





ALBERTA

## OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER

### Request for review

Please send completed form to:

Information and Privacy Commissioner  
410 Alberta Treasury Branches Plaza, 9925 - 109 Street  
Edmonton, Alberta T5K 2J8

#### Applicant

- ☐ Mr. ☐ Ms.  
☐ Mrs. ☐ Miss

Last name

First name

Company name (if applicable)

Mailing address

City or town

Province

Postal code

Telephone (home)

Telephone (work)

Fax

#### Reason for requesting review (Please check one)

- ☐ I have not received a reply to my application.  
It has been \_\_\_ days since I applied.
- ☐ I have been refused access to all or part of a record.
- ☐ I have been notified that a record does not exist or cannot be found.
- ☐ I have been notified that the existence of a record will not be confirmed or denied.
- ☐ I disagree with the fee being charged for providing the information.
- ☐ My correction to personal information was not accepted.
- ☐ I am a third party, and I wish to request a review of a decision to give access to a record that affects my interests.
- ☐ Other

Please note the details of your complaint. If you need more space, please use the back of this form.

#### Requested information

Public Body to which your request was made: (Please fill in name of Department, Agency, Board or Commission)

Date of your request

Request number

Please note the details of your request. If you need more space, please use the back of this form.

Applicant's signature

Date

#### For Commissioner's office use only

Date received

Request for review number

# COMPLETING THE "REQUEST FOR ACCESS TO INFORMATION" FORM

*Please print clearly or type this form*

Field number	Instructions	
1	Required Check one	<p>Indicate whether you are requesting:</p> <ul style="list-style-type: none"> <li>• <b>General Information</b> – records that are not about an individual.</li> <li>• <b>Your own personal information</b> – you will be required to provide proof of identity before the information will be released to you.</li> <li>• <b>Personal information for another person</b> – you must provide proof that you have the authority to act for the person: for example that you are the person's guardian or trustee, or you have a power of attorney for the individual. Section 79 of the Act identifies who may obtain personal information about an individual.</li> </ul>
2	Required	Enter the name of the public body that you believe has the records you want to access.
3	Optional	Check the title by which you prefer to be addressed.
4	Required	Enter your last name and first name (or initials).
5	Optional	Enter the name of the company that you are representing.
6	Required	Enter your COMPLETE mailing address for correspondence.
7	Required	Provide one or more telephone numbers where you can be reached if the public body has any questions about your request.
8	Optional	If you have a fax number where correspondence can be sent, enter it here.
9	Optional Check one	Do you want to receive a copy of the record or do you want to view the original record in the office of the public body? If you do not indicate a preference, the public body will assume you want to receive a copy.
10	Required	<p>What information are you requesting? Please be as specific as possible in describing the records. The clearer you can be in describing the records, the faster the public body will be in locating them. If you need more room, please use the back of the form or continue on another sheet of paper.</p> <p>If you are requesting your own personal information, please be sure that</p> <ul style="list-style-type: none"> <li>• you give your full name,</li> <li>• you give any other names that you have used previously, and</li> <li>• if you have an employee number, case number or other identification number that relates to the requested records, provide that as well.</li> </ul> <p>If you are requesting someone else's personal information, please give</p> <ul style="list-style-type: none"> <li>• that person's full name,</li> <li>• any other names that person might have used on the records, and</li> <li>• any identifying numbers for that person if you know them.</li> </ul>
11	Required	Sign the request.
12	Required	Enter the current date.





### Request for access to information

This is a request for: (Please check one)

☒ General information

☐ My own personal information

☐ Personal information for another person  
(Attach proof of authority to act for the person)

Which Public Body are you asking for information? (Please fill in name of Department, Agency, Board or Commission)

Lands Department

#### Applicant

☒ Mr. ☐ Ms.  
☐ Mrs. ☐ Miss

Last name

Appleseed

First name

Johnny

Company name (if applicable)

Apple Growers of Alberta

Mailing address

123 Orchard Boulevard

City or town

Edmonton

Province

Alberta

Postal code

T1X 2Z3

Telephone (home)

(403) 123-4567

Telephone (work)

Fax

(403) 123-4679

#### What information are you requesting?

☒ I would like to receive a copy of the original record.

☐ I would like to examine the original record.

Please describe the information or records to which you want access in as much detail as you can. If you want access to personal information, be sure to provide all of the person's previous names. If you need more space, please use the back of this form.

The number of acres planted in apples in each of the last four years. I want the information by tourist zone.

Applicant's signature

Johnny Appleseed

Date

October 1, 1995

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

#### For Public Body use only

Date received

Request number

Comments

*Please print clearly or type this form*

Field number	Instructions
1	<p>Required Check one</p> <p>Indicate whether you are requesting a correction to:</p> <ul style="list-style-type: none"> <li>• <b>Your own personal information</b> – you will be required to prove who you are.</li> <li>• <b>Personal information for another person</b> – you must provide proof that you have the authority to act for the person: for example that you are the person's guardian or trustee, or you have a power of attorney for the individual. Section 79 of the Act identifies who may request correction of personal information about an individual.</li> </ul>
2	<p>Required</p> <p>Enter the name of the public body that you believe has the records you want to correct.</p>
3	<p>Optional</p> <p>Check the title by which you prefer to be addressed.</p>
4	<p>Required</p> <p>Enter your last name and first name (or initials).</p>
5	<p>Optional</p> <p>Enter the name of the company that you are representing.</p>
6	<p>Required</p> <p>Enter your COMPLETE mailing address for correspondence.</p>
7	<p>Required</p> <p>Provide one or more telephone numbers where you can be reached if the public body has any questions about your request.</p>
8	<p>Optional</p> <p>If you have a fax number where correspondence can be sent, enter it here.</p>
9	<p>Required</p> <p>What record contains the information that you want corrected? Please be as specific as possible in describing the records. Describe the information that you think needs to be corrected. If you need more room, please use the back of the form or continue on another sheet of paper.</p> <p>If you are requesting a correction to your own personal information, please be sure that</p> <ul style="list-style-type: none"> <li>• you give your full name,</li> <li>• you give any other names that you have used on the record, and</li> <li>• if you have an employee number, case number or other identification number that relates to the requested records, provide that as well.</li> </ul> <p>If you are requesting a correction to someone else's personal information, please give</p> <ul style="list-style-type: none"> <li>• that person's full name,</li> <li>• any other names that person might have used on the record, and</li> <li>• any identifying numbers for that person if you know them.</li> </ul>
10	<p>Required</p> <p>What is the correction you want made? What is wrong with the information that is currently on the record? Be specific.</p>
11	<p>Required</p> <p>Sign the request.</p>
12	<p>Required</p> <p>Enter the current date.</p>



**Request for correction of personal information**

**This is a request for correction to:** (Please check one)

- ☒ My own personal information      ☐ Personal information for another person (Attach proof of authority to act for the person)

**Which Public Body are you asking for information?** (Please fill in name of Department, Agency, Board or Commission)

*Family and Social Services*

**Applicant**

- ☐ Mr.    ☐ Ms.  
☒ Mrs.    ☐ Miss

Last name *Smith*

First name *Mary*

Company name (if applicable)

Mailing address *123 Circle Road*

City or town *Smallville*      Province *Alberta*

Postal code *T0T 1T4*

Telephone (home) *345-6789*      Telephone (work)

Fax

**What information are you requesting to be corrected?**

**Please describe the records in as much detail as possible.** Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.

*In my application for widow's pension benefits, my birthdate is shown as January 3, 1940. My full name is Mary Margaret Smith, previous name was Mary Margaret Jones.*

**Please describe the correction you are requesting and the reason for it.** Please attach any supporting documentation.

*The correct date is February 29, 1932. Attached is a copy of my birth certificate. My sister-in-law, Mary Elizabeth Smith was born on January 3, 1940.*

**Applicant's signature**

*Mary Smith*

**Date**

*October 1, 1995*

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request.

**For Public Body use only**

Date received

Request number

Comments



## COMPLETING THE "REQUEST FOR REVIEW" FORM

*Please print clearly or type this form*

Field number	Instructions
1	Optional Check the title by which you prefer to be addressed.
2	Required Enter your last name and first name (or initials).
3	Optional Enter the name of the company that you are representing.
4	Required Enter your COMPLETE mailing address for correspondence.
5	Required Provide one or more telephone numbers where you can be reached if the Commissioner's office has any questions about your request.
6	Optional If you have a fax number where correspondence can be sent, enter it here.
7	Required What is the reason that you want the public body's response reviewed? <i>(Check one)</i>
8	Required Briefly describe your complaint with the response you received from the public body. If you need more room, please use the back of the form or continue on another sheet of paper.
9	Required Enter the name of the public body to which you made your request.
10	Required What was the date of your request to the public body?
11	Required What was the request number that the public body assigned to your request? (NOTE: It will appear on the correspondence that you received from them)
12	Required What records did you request?
13	Required Sign the request.
14	Required Enter the current date.





ALBERTA

## OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER

### Request for review

Please send completed form to:

Information and Privacy Commissioner  
410 Alberta Treasury Branches Plaza, 9925 - 109 Street  
Edmonton, Alberta T5K 2J8

#### Applicant

1 ☐ Mr. ☐ Ms. Last name  
☐ Mrs. ☐ Miss .

2 First name  
.

3 Company name (if applicable)  
.

4 Mailing address  
.

City or town  
.

Province  
.

Postal code  
.

5 Telephone (home)  
.

Telephone (work)  
.

6 Fax  
.

#### Reason for requesting review (Please check one)

- 7 ☐ I have not received a reply to my application.  
It has been \_\_\_ days since I applied.
- ☐ I have been refused access to all or part of a record.
- ☐ I have been notified that a record does not exist or cannot be found.
- ☐ I have been notified that the existence of a record will not be confirmed or denied.
- ☐ I disagree with the fee being charged for providing the information.
- ☐ My correction to personal information was not accepted.
- ☐ I am a third party, and I wish to request a review of a decision to give access to a record that affects my interests.
- ☐ Other

Please note the details of your complaint. If you need more space, please use the back of this form.

8 .  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Requested information

Public Body to which your request was made: (Please fill in name of Department, Agency, Board or Commission)

9 .  
\_\_\_\_\_

10 Date of your request  
.

11 Request number  
.

12 Please note the details of your request. If you need more space, please use the back of this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13 Applicant's signature  
.

14 Date  
.

#### For Commissioner's office use only

Date received

Request for review number





## **PART 2**

### *Common Records*





Most public bodies have a number of common records which support their internal operations. To avoid repetition, these common classes of records are described below and will not be listed elsewhere in this directory.

Certain types of personal information banks are also common to most public bodies. These records contain information about government employees and clients. To avoid repetition, the types of personal information banks that are common to most public bodies are described below and will not be listed elsewhere in this directory.

Individuals seeking access to common records should send their requests to the appropriate public body. For the correct mailing addresses, refer to the Freedom of Information and Privacy Coordinator information at the beginning of each public body entry.

### General classes or types of information

*Information about the public body's general administration and operational support functions such as audit and finance, buildings and properties, purchasing of equipment and supplies, communications, legal services and personnel.*

- **Administrative records** relating to business plans, organizational charts, committees and meetings, associations and societies, information exchange with other public bodies and organizations, information and records management, administrative and annual reports, office services, computer systems, telecommunications, travel, and security.
- **Audit records** including financial auditing methods, responsibilities, reports, statements, background documentation, and recommendations resulting from audits, exit interviews and audit responses. Includes internal, Treasury, and Auditor General audits.
- **Buildings and properties records** relating to use, maintenance, repair and renovation of buildings and facilities. Includes occupancy plans, requests, parking and utilities.
- **Communications records** relating to announcements on topics of interest to the public, including news releases, media relations, speeches, events planning, publications and displays.
- **Equipment and supplies records** relating to the procurement, use, maintenance and disposal of materials and equipment. Includes asset control and inventories.

- **Financial records** relating to financial management and planning, accounting, banking, contracts, estimates and budgets, revenue, expenses, capital assets, financial reports and statistics, insurance and taxation.
- **Legal records** relating to acts, statutes, regulations and bylaws, including working papers and rough drafts of proposed new or amended legislation. Includes legal agreements, decisions, rulings, ministerial orders, directives and opinions. Includes employee investigations and litigation files.
- **Ministerial records** relating to Cabinet agendas and minutes, draft legislation and regulations, Cabinet submissions, orders in council, petitions and objections to Cabinet and related responses, briefing notes, reports, order paper questions and answers, corporate portfolio issues, correspondence, and the Speech from the Throne.
- **Personnel records** relating to staffing, appointments, terminations, attendance, classification, position descriptions, employee relations, pay and benefits, occupational health and safety, staff training and development, performance appraisals, awards and recognition, reports and statistics, studies and surveys, and organizational charts.
- **Other records** that are common to most boards, agencies and commissions include meeting agendas and minutes, decisions, orders, reports, applications and related evidence, and transcripts of public hearings.

### Personal information banks

#### Accounts receivable

*Location:* Accounting offices.

*Information maintained:* Name, address, telephone number, financial information, social insurance number, amount outstanding.

*Individuals:* Individuals who owe money to the Government of Alberta.

*Use:* Collect outstanding revenue.

*Users:* Accounting staff, auditors.

*Legal authority:* The statute allowing the particular public body to charge others.

#### Employee directories

*Location:* Offices of the public body.

*Information maintained:* Name, office telephone and fax numbers, office address, classification or position title.

*Individuals:* Employees of the public body.

*Use:* Directing calls, visitors and mail to appropriate staff.

*Users:* Public body staff.

*Legal authority:* The statute allowing the particular public body to operate as an employer.

## **Employee files**

*Location:* Personnel/Human Resources branches. Note: Employee files are usually kept in partitioned formats in order to limit access to only those staff who have a need to work with specific types of information. For example, payroll administrators do not access employee relations records, and safety officers do not access staffing records.

*Information maintained:* Name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, résumé/application for employment, official oath, education, employment history, appointment records, performance appraisals, employee relations, attendance records, pay and benefits information, staff development and training, occupational health and safety, employee assistance, medical board records, health and life insurance records, employee conflict of interest disclosure statements, job classification, professional association memberships and certifications, and other personal data related to employment.

*Individuals:* Alberta public servants; Crown employees; members of Alberta government boards, agencies, commissions, and provincial corporations.

*Use:* Record the employee's work history and payroll/benefit transactions.

*Users:* Designated management, supervisory, personnel/human resources, and payroll staff.

*Legal authority:* The statute allowing the particular public body to operate as an employer.

---

## **Expense claims**

*Location:* Accounting offices.

*Information maintained:* Name, organizational unit, mailing address, telephone and fax numbers, employee number, classification/occupation, kilometres travelled, purpose of travel and associated costs.

*Individuals:* Alberta public servants; Crown employees; members of Alberta government boards, agencies, commissions and provincial corporations; and non-public servants (i.e., contracted staff, job applicants) submitting a personal expense claim.

*Use:* Process expenses.

*Users:* Accounting staff, auditors.

*Legal authority:* The statute allowing the particular public body to deliver its programs and services and the Public Service Act.

---

## **Freedom of Information and Protection of Privacy Act requests**

*Location:* Freedom of Information and Privacy Coordinators' offices.

*Information maintained:* Name, address, telephone number, description of information requested/to be corrected, correspondence, copies of requested records.

*Individuals:* Individuals submitting requests under the Act.

*Use:* Maintain a record of all requests, compile statistics.

*Users:* Freedom of Information and Protection of Privacy staff, liaison staff, head of the public body and/or delegate, Information and Privacy Commissioner.

*Legal authority:* Freedom of Information and Protection of Privacy Act (SA 1994).

---

## **Job competitions**

*Location:* Personnel/Human Resources branches.

*Information maintained:* Name, home and office addresses, home and office telephone and fax numbers, application form, résumé, job advertisement, screening and evaluation results, and appointment of successful candidate.

*Individuals:* Applicants for Alberta public body jobs.

*Use:* Document the hiring process and provide statistical data.

*Users:* Personnel/human resources staff, line managers, human rights officers, auditors.

*Legal authority:* The statute allowing the particular public body to operate as an employer.

---

## **Mailing lists**

*Location:* Offices of the public body.

*Information maintained:* Name, address, telephone and/or fax number.

*Individuals:* Individuals receiving correspondence, information or publications.

*Use:* Mail information or publications to interested individuals or to individuals participating in government programs.

*Users:* Public body staff.

*Legal authority:* The statute allowing the particular public body to deliver its programs and services.



## **PART 3**

*Public body mandates  
and records*





<b>Page</b>	<b>Code</b>	<b>Name</b>
27	<b>AA</b>	Aboriginal Affairs
29	<b>AECD</b>	Advanced Education and Career Development
53	<b>AFSC</b>	Agriculture Financial Services Corporation
60	<b>AFRD</b>	Agriculture, Food and Rural Development
74	<b>AADAC</b>	Alberta Alcohol and Drug Abuse Commission
77	<b>AAIB</b>	Alberta Automobile Insurance Board
78	<b>AEDA</b>	Alberta Economic Development Authority
79	<b>ACCESS</b>	Alberta Educational Communications Corporation
80	<b>AEUB</b>	Alberta Energy and Utilities Board
82	<b>AGLC</b>	Alberta Gaming and Liquor Commission
83	<b>AHFMF</b>	Alberta Heritage Foundation for Medical Research
84	<b>ALCB</b>	Alberta Liquor Control Board
86	<b>AMP</b>	Alberta Motion Picture Development Corporation
87	<b>AOC</b>	Alberta Opportunity Company
88	<b>ARAC</b>	Alberta Racing Commission
89	<b>AREF</b>	Alberta Real Estate Foundation
90	<b>ARC</b>	Alberta Research Council
91	<b>ASC</b>	Alberta Securities Commission
93	<b>ATB</b>	Alberta Treasury Branches
94	<b>CD</b>	Community Development
100	<b>CDPA</b>	Community Development – Provincial Archives of Alberta
117	<b>CUDGC</b>	Credit Union Deposit Guarantee Corporation
119	<b>EDT</b>	Economic Development and Tourism
123	<b>EDC</b>	Education
129	<b>ENER</b>	Energy
133	<b>EP</b>	Environmental Protection
143	<b>FSS</b>	Family and Social Services
152	<b>FIGA</b>	Federal and Intergovernmental Affairs
156	<b>GA</b>	Gainers Incorporated
157	<b>HEA</b>	Health
166	<b>IAB</b>	Insurance Appeal Board
167	<b>JUS</b>	Justice
184	<b>LAB</b>	Labour
191	<b>LRB</b>	Labour Relations Board
192	<b>LCB</b>	Land Compensation Board
193	<b>LAO</b>	Legislative Assembly Office
194	<b>LG</b>	Lotteries and Gaming
195	<b>MA</b>	Municipal Affairs
206	<b>NAP</b>	N.A. Properties (1994) Ltd.
207	<b>NADC</b>	Northern Alberta Development Council
208	<b>OAG</b>	Office of the Auditor General
209	<b>OCEO</b>	Office of the Chief Electoral Officer
210	<b>OEC</b>	Office of the Ethics Commissioner
212	<b>OIPC</b>	Office of the Information and Privacy Commissioner
213	<b>OO</b>	Office of the Ombudsman
214	<b>OPGA</b>	Office of the Premier/General Administration
215	<b>PAO</b>	Personnel Administration Office
221	<b>PCSPD</b>	Premier's Council on the Status of Persons with Disabilities
222	<b>PAB</b>	Public Affairs Bureau
225	<b>PWSS</b>	Public Works, Supply and Services

**ALPHABETICAL LISTING OF ALL PUBLIC BODIES *continued***

<b>Page</b>	<b>Code</b>	<b>Name</b>
229	<b>SRA</b>	Science and Research Authority
230	<b>SRB</b>	Surface Rights Board
231	<b>TRF</b>	Teachers' Retirement Fund
232	<b>TU</b>	Transportation and Utilities
246	<b>TREAS</b>	Treasury
254	<b>WCB</b>	Workers' Compensation Board
258	<b>WCBAC</b>	Workers' Compensation Board Appeals Commission

## HEAD

Minister Responsible for Aboriginal Affairs  
104 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2606  
Fax: (403) 427-0954

## ACCESS

Freedom of Information and Privacy Coordinator  
Room 1301, 10155 - 102 Street  
Edmonton, Alberta  
T5J 4L4  
Telephone: (403) 427-8407  
Fax: (403) 427-4019

General information number: (403) 427-8407

## Mandate

Aboriginal Affairs develops and recommends policies relating to constitutional matters, community self-government negotiations, treaty land entitlement claims, Metis Settlements, urban Aboriginal initiatives and, in general, the province's relationship with Aboriginal people. In order to ensure that this mandate is effectively fulfilled, provincial departments and agencies are required to consult with the Minister Responsible for Aboriginal Affairs during negotiations of and prior to concluding agreements or proposing legislation which may impact Aboriginal people or their Aboriginal and treaty rights.

Aboriginal Affairs serves as the focal point for the province's relationship with Aboriginal people. It was established with a mission to facilitate and assist Aboriginal people to achieve their economic, political and social development. It negotiates and implements processes with Aboriginal groups and other governments and the private sector. It plays a key role in tripartite negotiations with Aboriginal organizations and the federal government directed towards the establishment of self-government agreements. Aboriginal Affairs also provides advice on Aboriginal issues to other government departments. It assists Aboriginal people and organizations in working with provincial departments. It provides demographic analyses of the Aboriginal population, and administers a discretionary grants program.

## Organization

Aboriginal Affairs, headed by a Chief Executive Officer, is comprised of three main entities: the Federal/Provincial/Aboriginal Relations Division; the Indian Land Claims Division; and the Administrative Services

Branch. Aboriginal Affairs' offices are located in Edmonton; the organization has no field offices.

## AA 1

## FEDERAL/PROVINCIAL/ABORIGINAL RELATIONS DIVISION

The Federal/Provincial/Aboriginal Relations Division is responsible for the provision of research, advisory and liaison services to and between provincial government departments and agencies, the private sector, and the Aboriginal population. One of its tasks is to compile, update and distribute to interested parties "The Guide to Aboriginal Organizations in Alberta." The division liaises with the federal government on constitutional, self-government and program/service issues. It also negotiates and implements self-government and framework agreements between the government and various Aboriginal organizations. An important aspect to such agreements is that they maintain and strengthen coordination with other government jurisdictions and interest groups. Some examples are the Alberta/Metis Nation of Alberta Association Framework Agreement and the Alberta/Grand Council of Treaty 8 First Nations Memorandum of Understanding. The division also assists in the development of policies relating to community self-government, Metis Settlements, urban Aboriginal initiatives and, in general, the province's relationship with Aboriginal people. Some examples include the Alberta/Siksika Nation Memorandum of Understanding and the Metis Settlements Accord and legislation.

## General classes or types of information

*Contains information on statistics, mapping, publications, presentations, and public information requests and responses on Aboriginal issues and initiatives.*

*Also contains information on Aboriginal Affairs' interactions, consultations and negotiations with other bodies (Aboriginal organizations, federal, provincial, territorial and municipal governments, and private sector companies).*

- Grant requests
- Metis Settlements legislation
- Operational committees (includes agenda, minutes, background materials, research papers, briefings on councils, sub-committees, task forces, commissions)
- Self-government
- Statistics – Bill C-31, reserve/band populations/Metis; 1991 Canada Census results pertaining specifically to the Aboriginal population of Alberta

## Procedure manuals

- Grant Procedures Manual

## INDIAN LAND CLAIMS DIVISION

The Indian Land Claims Division is responsible for resolving outstanding Indian treaty land entitlement claims through negotiated settlements, which are fair and equitable to all parties involved, in order to meet the province's obligations under the Natural Resources Transfer Agreement (the Constitution Act, 1930).

### General classes or types of information

*Documents contained in working files relate to the research into, negotiation and settlement of individual claims and implementation of settlements. Most of the other records which do not contain personal information consist of maps collected or generated in relation to the negotiation of claims.*

### Personal information banks

#### Genealogical research documentation

*Location:* Indian Land Claims Division.

*Information maintained:* Indian Affairs' annuity paylists, Northern Alberta church records, scrip data.

*Individuals:* Members of Indian Bands, scrip applicants.

*Use:* Historical and genealogical research related to land claims litigation and negotiations.

*Users:* Staff of Indian Land Claims and the Department of Justice.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

## ADMINISTRATIVE SERVICES BRANCH

The Administrative Services Branch is responsible for the overall direction and management of administrative matters, including financial planning and analysis, budget preparation, financial control policies and procedures, discretionary grant and contract administration, organizational and personnel matters, and records management within its control. The day-to-day activities of this branch are internal to Aboriginal Affairs.

### General classes or types of information

*Contains grant funding requests. All other records are of an internal, administrative nature, which are common throughout government.*

- Grant files

### Personal information banks

#### Land and membership (1925 - 1990)

*Location:* Administrative Services Branch.

*Information maintained:* Approved applications and cancellations of land and membership, including general correspondence, for individuals residing on the

Metis Settlements under the former Metis Betterment Act for the period 1925 - 1990.

*Individuals:* Members of Metis Settlements, or individuals applying for membership, or other holders of interests in the settlement areas.

*Use:* Provide historical background regarding land allocation and membership on Metis Settlements to facilitate the administration of the new Metis Settlements legislation.

*Users:* Information is disclosed to the Registrar of the Metis Settlements Land Registry.

*Legal authority:* Metis Betterment Act and Regulations.

#### Settler (Cancelled and/or Deceased) files (1925 - 1990)

*Location:* Administrative Services Branch.

*Information maintained:* Correspondence/applications covering cattle agreements, hay permits, Veterans Land Act correspondence, expense claims, applications for forage seed assistance, employment related documents, water well drilling reports, levies, invoices and receipts, land breaking and clearing applications, grant documents, imprisonments, vocational assistance, estate releases for deceased members.

*Individuals:* Members of Metis Settlements.

*Use:* Provide historical background regarding land allocation and membership on Metis Settlements to facilitate the administration of the new Metis Settlements legislation.

*Users:* Information is disclosed to the Registrar of the Metis Settlements Land Registry.

*Legal authority:* Metis Betterment Act and Regulations.

### Procedure manuals

- Grants Procedures Manual



**AECD 1**

**COMMUNICATIONS BRANCH**

The branch supports the Minister and Deputy Minister's efforts to communicate the department's policies and programs to Albertans. The branch works with department officials and officials from affiliated public bodies to develop communications and marketing plans to reach target audiences. Communications' services include advice on media relations, public consultations, speech notes, briefing notes, news releases, brochures, advertising, and news conferences.

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**General classes or types of information**

*See Common Records*

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**Personal information banks**

*None*

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**Procedure manuals**

*None*

**AECD 2**

**HUMAN RESOURCE SERVICES BRANCH**

The branch is responsible for the administration of human resource policies and procedures, and for providing consultative services related to the department's strategic use of human resources. Key functions include employee relations, human resource planning, redeployment, staff development and training, performance management, occupational health and safety, recruitment, employee recognition and awards program, and department pay and benefits administration.

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**General classes or types of information**

*See Common Records*

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

*None*

**OPERATIONAL DIVISIONS**

**AECD 3**

**APPRENTICESHIP AND INDUSTRY TRAINING (A&IT)  
DIVISION**

The division has primary responsibility for the administration of the Apprenticeship and Industry Training Act and regulations, together with the Learner

**HEAD**

Minister of Advanced Education and Career Development  
229 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2291  
Fax: (403) 427-2610

**ACCESS**

Freedom of Information and Privacy Coordinator  
9th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta  
T5J 4L5  
Telephone: (403) 427-3798  
Fax: (403) 427-0793

General information number: (403) 422-4488

**Mandate**

Alberta Advanced Education and Career Development is responsible for the majority of funding for the province's 22 public post-secondary institutions as well as providing learning and training programs for adult Albertans, career counselling, information services, and apprenticeship and industry training services. The department's mission is: to lead and work with other partners to set new directions for adult learning, and to provide Albertans with an accessible, responsive and affordable system of quality adult learning that is accountable for results.

**Organization**

The department includes the following divisions: Apprenticeship and Industry Training; Finance, Administration and AVC Support; Learner Support; Information and Policy Services; and System Funding and Accountability. Other functions associated with adult learning such as the Students Finance Board, the Alberta Apprenticeship and Industry Training Board, the Alberta Council on Admissions and Transfer, the Private Colleges Accreditation Board and the Private Vocational Schools Advisory Council are integrated into the department's organizational structure. The department also administers four Alberta Vocational Colleges, located in Calgary, Edmonton, Lac La Biche and a split campus located in Grouard and Slave Lake.

Support Division, which is responsible for the delivery of certain aspects of the legislation. Designated trades and occupations and apprenticeship and occupational training are administered under this legislation. The division also provides support to the Alberta Apprenticeship and Industry Training Board.

---

### General classes or types of Information

*Includes records related to accreditation, agreements, training needs of industry, provincial and international clients, awards, emerging trades, examinations, job creation and training, designated training, designated trades under the Apprenticeship and Industry Training Act, training delivery and development of occupations. Records also include information on decisions and ongoing activities of the Alberta Apprenticeship and Industry Training Board, membership of the Board, membership of the Provincial Apprenticeship Committees (PACs) and Local Apprenticeship Committees (LACs), Board bylaws, approved PAC and LAC bylaws, information on records relating to microfilm materials, certificates, policy and procedure manuals, reference materials, regulations, authorizations, schools, active and non-active apprentices, course outlines, and international marketing.*

- Accreditation
- Apprenticeship and Industry Training Board – Meetings, membership and nomination information
- Apprenticeship – Curriculum, examinations, record books, training for all provinces and territories
- Authorizations
- Emerging occupations and trades
- Examinations
- International training programs
- Interprovincial Computerized Examination Management System (ICEMS)
- Job creation programs
- Microfilm of reports
- Occupational analyses/Ellis chart
- Occupational training
- On-site training
- Provincial Apprenticeship Committees (PACs and LACs)
- Recognition awards
- Registered Apprenticeship Program
- Returned certificates
- Trade files (52 trades)
- Trades training
- Training (general)
- Training centres

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### Personal Information banks

#### A&IT Board database

*Location:* A&IT Board Secretariat.

*Information maintained:* Names, phone and fax numbers, addresses of Board, LAC and PAC membership, employment of members.

*Individuals:* Board members.

*Use:* Bulk mailings, membership application tracking, eligibility for payment.

*Users:* Apprenticeship and Industry Training Division; Apprenticeship and Industry Training Board; Board Committees; Minister's Office, Finance, Administration and AVC Support.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

---

### Apprentice files for disadvantaged and out-of-province tradespersons

*Location:* A&IT Division.

*Information maintained:* Social insurance number, names, addresses, phone numbers, gender, birth date, marital status, trade application, certificate number, examination results, school scheduling date, employer, job wage rate, education background/level, special reports from formal instruction interview slips.

*Individuals:* Out-of-province and special needs apprentices registered in an Alberta apprenticeship program.

*Use:* Register all of the province's special needs and out-of-province apprentices for their school and examination requirements.

*Users:* Apprenticeship and Industry Training Division staff.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

---

### Certified tradespersons files

*Location:* A&IT Division.

*Information maintained:* Social insurance number, names, addresses, phone numbers, gender, birth date, marital status, trade application, certificate number, examination results, school scheduling date, employer, job wage rate, education background/level, special reports from formal instruction interview slips.

*Individuals:* Albertans certified in designated trades.

*Use:* Maintain a record of individuals certified in designated trades.

*Users:* Apprenticeship and Industry Training division staff.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### Skilled Trades Information System (STIS) reports

*Location:* Learner Support Division – Headquarters and Career Development Centres, Apprenticeship and Industry Training Division.

*Information maintained:* Name, social insurance numbers, phone number, gender, birth date, marital status, trade/occupation applications, authorization applications, authorization issued, authorization terms and conditions, apprenticeship contract requirements, job wage rates, trainee program requirements, certificate numbers, examination results, school scheduling data,

course results, educational background/level, employer, previous employers, employer contact person, employer address, employer phone number, employer fax number, primary trade/occupation in an employer's shop, examination inventory, comments on individuals, comments on employers, mailed correspondence, and various standard reports for all information maintained.

*Individuals:* Apprentices, trainees, certified tradespersons with occupational certificates, applicants for various services (authorizations, replacement certificates, equivalency documents).

*Use:* Administer, maintain and monitor the standards and participation in apprenticeship and industry training programs.

*Users:* Learner Support Division staff and Apprenticeship and Industry Training Division, Provincial and Local Apprenticeship Committee members, Apprenticeship and Industry Training Board members.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

#### Procedure manuals

- Apprenticeship and Industry Training Reference Manual
- Apprenticeship and Industry Training Board and Trade Committee manuals

#### AECD 4

### FINANCE, ADMINISTRATION AND AVC SUPPORT DIVISION

The division provides guidance and consultation to department managers in the areas of financial planning and administration.

Internal Audit provides an independent and objective review of programs.

Accounts Services provides leadership and guidance to all areas of the department, including the four Alberta Vocational Colleges (AVCs) and the Students Finance Board in the areas of payment processing, revenue administration, and financial policies.

Administrative Services provides training, information, technical support, advice and guidance on records, forms, micrographics and mail handling. It also provides advisory and support services in accommodations, acquisition and maintenance of supplies, equipment, and telecommunications; control and disposal of inventory; departmental identification; risk management and insurance; vehicle leasing; preventative maintenance and motor vehicle safety.

AVC Support provides support to the presidents and staff of the four AVCs and is a communications link between the Presidents' Committee and the department's Corporate Management Committee.

#### General classes or types of Information

*The unit only has administrative records except for reports and statistics regarding the Alberta Vocational Colleges (AVCs).*

- Reports and statistics for each Alberta Vocational College including enrollment reports

#### Personal Information banks

*See Common Records*

#### Procedure manuals

*None*

#### AECD 5

### INFORMATION AND POLICY SERVICES DIVISION

The division provides the following services to the department:

- responding to provincial and national trends and issues in adult learning, labour force development and immigration;
- drafting departmental statutes, regulations, orders in council, ministerial orders and departmental agreements;
- coordinating the Freedom of Information and Protection of Privacy program;
- collecting and analyzing data and providing advice and information on trends, issues and events that affect labour force development and adult learning;
- planning and developing policy related to adult learning and labour force development;
- strategic planning and research;
- evaluating programs and services;
- providing technical support and consulting services on information technology and the management of data;
- providing information resources and library services; and
- identifying learner issues.

#### General classes or types of Information

*Operational records include the analysis of information from various databases and analysis of information on department clients extracted and retrieved from various databases. The other records of the division are administrative in nature.*

- Adult learning, labour force development and federal/provincial activities – Briefings, reports and studies; issues; policy development
- Post-secondary institutional – Briefings, reports and studies; common information system; policy development
- Program evaluation reports
- University research – Briefings, reports and studies



## Personal information banks

### Appointments to boards, committees and councils

*Location:* Legislative Services Branch.

*Information maintained:* Résumés of potential appointees, appointment documents, correspondence regarding individual membership.

*Individuals:* Applicants for Board appointments, names of nominees for Board appointments.

*Use:* Selection of Board members, determining the status of membership.

*Users:* Legislative Services, Minister's Office, Deputy Minister's Office, Communications, Executive Council.

*Legal authority:* Colleges Act (RSA 1980 cC-18), Universities Act (RSA 1980 cU-5), Technical Institutes Act (SA 1981 cT-3.1), Banff Centre Act (RSA 1980 cB-1), Advanced Education Foundations Act (SA 1991 cA-2.5), Government Organization Act (SA 1994 cG-8.5), Apprenticeship and Industry Training Act (SA 1991 cA-42.3), Private Vocational Schools Act (RSA 1980 cP-17), Students Finance Act (RSA 1980 cS-24).

### Board member roster

*Location:* Legislative Services Branch.

*Information maintained:* Members' names, addresses, phone numbers, occupations, terms of membership and type of membership.

*Individuals:* All Board and Committee members.

*Use:* Reference Guide, mailouts.

*Users:* Department staff, Minister's Office, Executive Council, Legislature Library, Board members.

*Legal authority:* Colleges Act (RSA 1980 cC-18), Universities Act (RSA 1980 cU-5), Technical Institutes Act (SA 1981 cT-3.1), Banff Centre Act (RSA 1980 cB-1), Advanced Education Foundations Act (SA 1991 cA-2.5), Government Organization Act (SA 1994 cG-8.5), Apprenticeship and Industry Training Act (SA 1991 cA-42.3), Private Vocational Schools Act (RSA 1980 cP-17), Students Finance Act (RSA 1980 cS-24).

### Borrower registration – Non-department

*Location:* Library.

*Information maintained:* Name, place of employment, address, phone number.

*Individuals:* Career practitioners, counsellors, human resource practitioners, post-secondary students and faculty, consultants.

*Use:* Maintain a record of individuals not employed by the department that have been granted borrowing privileges for library materials.

*Users:* Library staff.

*Legal authority:* Borrower consents to provide information at the time of registration.

### Investigations, review, judicial proceedings, complaints and appeals

*Location:* Legislative Services Branch.

*Information maintained:* Names, addresses, details of complaints, relevant documents, legal opinions, copies of court documents, police investigation reports, investigation reviews, judicial proceedings, complaints or appeals, as applicable, and correspondence.

*Individuals:* Clients, appellants, defendants, individual inquiries, complainants.

*Use:* Coordination of investigations.

*Users:* Advanced Education and Career Development, Justice, law enforcement agencies.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5), Apprenticeship and Industry Training Act (SA 1991 cA-42.3), Private Vocational Schools Act (RSA 1980 cP-17), Students Finance Act (RSA 1980 cS-24), Student Loan Act (RSA 1980 cS-25), Criminal Code (RSC cC-46).

### Minister's Advisory Committee on Immigration and Settlement Services (inactive)

*Location:* Federal/Provincial Activities Branch.

*Information maintained:* Résumés including names and addresses of appointed members or potential candidates.

*Individuals:* All Committee members and potential candidates.

*Use:* Maintain membership of Committee appointments.

*Users:* Federal/Provincial Activities Branch and Minister's Office.

*Legal authority:* Government Organization Act, Schedule 3 (SA 1994 cG-8.5).

### Procedure manuals

*None*

## AECD 6

### LEARNER SUPPORT DIVISION

Through a province-wide network of Career Development Centres and contracts with private sector providers, the division provides individuals, employers and agencies with labour market information; career planning and consulting services including the creation, production and distribution of career related materials; apprenticeship program delivery services; pre-employment training; regional training; and work experience programs.

**North Region** – Edmonton (Youth Employment Services Centre, South Edmonton Employment Resource Centre), Hinton, Vermilion, Bonnyville, Slave Lake, Peace River, Grande Prairie, Athabasca, Camrose.

**South Region** – Calgary, Red Deer, Lethbridge, Medicine Hat, Pincher Creek, Rocky Mountain House.



For the Career Development Centre nearest you, refer to the RITE operator or provincial blue pages in your local telephone book.

### **General classes or types of information**

*Includes records relating to: research and analysis of past and probable labour market conditions and their implications; the training of apprentices, certification of tradespersons and counselling of employers and employees on apprenticeship and industry training matters; programs for improvement in quality and patterns of career changes in Alberta; developing and maintaining liaison activities; career centres and career information services; creation, production and distribution of career related materials; employment counselling and relocation services; operation of special employment programs; vocational training programs, planning assistance to employers; vocational counselling and assistance; vocational rehabilitation for disabled persons; financial assistance to students associated with these programs; skills improvement programs; related policy analysis and development; and operational responsibilities of the division including corporate headquarters, north region and south region.*

- Access 45
- Accreditations
- Aid agencies
- Alberta Association of Rehabilitation Centres
- Alberta College – Hearing impaired
- Alberta Health
- Alberta Vocational Training Program Enhancement
- Al-Pac (Alberta Pacific Forest Industries Inc.)
- Appeals
- Appeals process – Implementation
- Applications
- Apprenticeship and Industry Training Act, Regulations and Reference Manual
- Apprenticeship – Brochures and promotional material, bulletins, operations, video
- Athabasca regional career services
- Authorizations
- AVT/VRDP (Alberta Vocational Training/Vocational Rehabilitation of Disabled Persons) planning
- Baseline study
- Biomira Research Inc.
- C.A.L.M. (Career and Life Management) information
- Camcry (CGCA)
- Canada Career Week
- Canada/Alberta Service Centre – Demo sites
- Career Centre workshops
- Career counselling assistance
- Career Information Hotline
- Career/job counselling
- Certification
- Certified registered apprentices
- Class scheduling

- Co-location initiatives
- Commendations
- Community Supports Project
- Compete to win
- Competency-based apprenticeship training
- Compliance orders
- Contracted services
- “Cook, Day Release Program” (Lethbridge Community College)
- Customer Satisfaction Monitoring System
- Demographic/Psychographic File
- Designated occupations
- Divisional impact analysis
- Divisional management
- Divisional monitoring system
- Edmonton Pipe Trades Educational Trust Fund training proposals
- Employment
- Employment – Graduates/students/youth
- Employment – Industry/occupation
- English as a Second Language
- Entrepreneurial immigration study
- Entrepreneurship training
- Environmental scanning
- Exams
- Expansion
- Federal/provincial co-funded programs
- Feedback from Advanced Education and Career Development staff and feedback from external staff
- Financial Management Project
- Forestry training
- Future research
- General training
- Green Certificate Program
- Hinton
- Hire a Student Program
- Hotline planning
- Humour file
- Ideas/work submitted from the private sector
- “I Wish We Did That”
- Identification cards
- Illiteracy
- Industrial adjustment
- Industry based training
- Information development and marketing
- Information technology planning
- Integrated training for youth
- International projects
- Job readiness
- Joint planning initiatives
- Journeymen trade certificates and records
- Junior Forest Ranger Program
- Labour Market Information Centres
- Labour Market Services
- Learner Support Division Strategic Planning
- Lethbridge
- Manpower mobility
- Manual development

- Metis child and family
- Mobile Industry Training Centres
- National Training Agreement negotiations
- Native Outreach – Native Employment Services of Alberta
- Native policy
- Natives/Aboriginals
- Operations Support Services
- Opportunity 45
- Pandora
- Placement 45
- Planning Support Services
- Pre-employment
- Pre-employment training
- Premier's Council on the Status of Persons with Disabilities
- Private sector trainers database
- Private vocational schools
- Problems – Correspondence (complaints regarding products)
- Program and status report
- Program claims processing
- Program coding
- Program for Disadvantaged Albertans
- Program publicity
- Program redesign
- Quick Start
- Red Deer
- Red Deer Pilot Project
- Regional/sectoral training
- Reports, surveys and statistics
- Rural Home Assistance Program
- Sectoral Skill Council of Canada
- Services done for Career Development Centres
- Skills Development Program
- Social Allowance Recipients (SARS)
- Special needs planning
- Staff development
- Statistics
- Strategic/operational planning
- Student work experience
- Students Finance Board
- Supports for Independence Reform Implementation
- System funding and accountability
- Timelines for training results
- Total quality management
- Training
- Training consulting services
- Training culture
- Training on the Job
- Training Technology Demonstration Centre Pilot Project
- Transitional Vocational Program
- Unemployment – Unemployment Insurance Commission
- Vocational Assessment Resource Centre
- Vocational rehabilitation of disabled persons
- Vocational training

- Women's issues
- Workforce adjustment
- Workforce to the Year 2000
- Worksite modifications
- YMCA
- Youth Employment Centre

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### Personal Information banks

#### **Alberta Business and Community Development Program (discontinued December 31, 1989)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Project proposal. Employer information – business name, address, phone number, and expenses incurred. Employee information – name, address, phone number, social insurance number, hours worked and wage paid.

*Individuals:* Social allowance recipients or an individual whose unemployment insurance benefits have been exhausted.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments, monitor condition of contract, evaluate contract and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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#### **Alberta Training Program (ATP) (discontinued March 31, 1991)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – business name, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay. Employee information – name, address, phone number, social insurance number, education, work history, hours worked and wage paid.

*Individuals:* Alberta private sector employers and individuals who were unemployed or working no more than 20 hours per week.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments, and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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#### **Alberta Training – Green Certificate Program (discontinued March 31, 1992)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – business name, address, phone number, Revenue Canada Employer Registration Number, job

description, rate of pay. Employee information – name, address, phone number, social insurance number, education, work history, hours worked, and wage paid. *Individuals:* Alberta private sector employers, and individuals sixteen years of age or older interested in a career in agriculture.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and reimbursement rate, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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### **Alberta Wage Subsidy Program (discontinued March 31, 1989)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – legal name of business, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay. Employee information – name, social insurance number, hours worked and wage paid.

*Individuals:* Alberta private sector employers.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments, and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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### **Apprenticeship Program**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Apprentice information – name, social insurance number, address, phone number, trade, gender, birth date, identification number, education, transcripts, credentials/document held in trade, previous employers, courses attended, work experience. Employer information – name, mailing/site address, phone number, fax number, contact person, contracts, transfer cards, copies of record book, work experience, Interprovincial Examination results, statutory declarations, and correspondence, special reports from formal instruction interview slips.

*Individuals:* Alberta private sector employers, and employed and unemployed Albertans.

*Use:* Track the progress of an individual's apprenticeship – his or her on the job training, hours acquired, school scheduling, school, branch and Interprovincial Examination marks.

*Users:* Unit supervisors, consultants, data entry and records clerks.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### **Artists and graphic designers/résumés**

*Location:* Learner Support Division.

*Information maintained:* Résumés; name, address, phone number, work experience, education, references, achievements, examples of past work.

*Individuals:* Artists and graphic designers, private individuals and companies.

*Use:* A resource list for proposal submissions.

*Users:* Unit managers and departmental staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Assessment examination for an Alberta Journeyman Equivalency Document**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Apprentice information – name, social insurance number, phone number, trade, gender, birth date, identification number, education, transcripts, credentials/documents held in the trade, previous employers, courses attended, work experience, exam scheduling, correspondence, receipt number and amount paid.

*Individuals:* Employed and unemployed Albertans.

*Use:* Assess the applicant's credentials/documents, work experience and courses for eligibility in obtaining an Alberta Journeyman Equivalency Document.

*Users:* Unit supervisors, consultants, data entry and records clerks.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### **Career counselling assistance**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Client information – name, address, social insurance number, birth date, gender, marital status, employment history, emergency contact person, education history (transcripts included), applications, medical information and assessments, doctors' letters and recommendations, invoices, acceptance and admission letters, counsellor notes and recommendations, occupational research questionnaire, immigration documentation.

*Individuals:* Employed and unemployed Albertans, Supports for Independence (SFI) clients.

*Use:* Track expenditures and commitments, determine rate of reimbursement, process payments and keep a record of an individual's career.

*Users:* Career counsellors, unit managers, program administrative staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Client Database Management System (CDMS)**

*Location:* Learner Support Division – Headquarters.

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*Information maintained:* Name, address (mailing and permanent), phone numbers (day and alternate), contact person (i.e., relative), birth date, gender, number of dependants, social insurance number, native status (if applicable), marital status, education and training, employment history, and current income.

*Individuals:* Social assistance recipients.

*Use:* Track the client and for follow-up purposes; statistical analysis for monitoring and evaluation of programs and services.

*Users:* Departmental staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Consultant résumés**

*Location:* Learner Support Division.

*Information maintained:* Résumés, names, addresses, phone numbers, work experience, education, references, achievements, examples of past work.

*Individuals:* Private consultants and companies.

*Use:* A resource list for proposal submissions.

*Users:* Division managers and departmental staff.

*Legal authority:* Government Organization Act, (SA 1994 cG-8.5).

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### **Employment adjustment**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Employer information – name, associations, contact name, address, phone number, fax number, letter of contact, evaluation sheets, company information, employer committee meeting minutes, meeting notes, list of attendance at seminars, severance package information, related materials/correspondence, newspaper articles, advertisements, sample of booklets, brochures.

*Individuals:* Alberta private sector employers and employed Albertans who are facing lay-offs.

*Use:* Track departmental presentations, refer to information when dealing with an ongoing company, and use the information/experience to improve future departmental services.

*Users:* Consultants, unit managers.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Employment Alternatives Program (EAP)**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Employer information – legal name of business, address, phone number, Revenue Canada Employer Registration Number, job description, and rate of pay. Employee information – name, address, phone number, social insurance number, education, work history, hours worked, and gross and net pay. Contractor's name, address, phone

number and contact person.

*Individuals:* Individuals on social assistance.

*Use:* Track client's progress on becoming self-sufficient, monitor program's effectiveness, for statistical analysis and evaluation of programs, process payments and track expenditures.

*Users:* Program consultants, program coordinators, program administrative staff, contractors and managers.

*Legal authority:* Social Development Act (RSA 1980 cS-16), Government Organization Act (SA 1994 cG-8.5).

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### **Employment Preparation Initiatives and Special Needs Program**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Contractor information – name, address, phone number, contract name, terms of reference, summary contract information, contract, schedules, contract number, program name, program outlines, proposals, invoices, monthly reports, monitor reports. Client information – name, social insurance number, address, phone number.

*Individuals:* Alberta private sector contractors and Albertans on Supports for Independence (SFI).

*Use:* Track commitments and expenditures, determine rate of reimbursement, process payments and monitor the progress of the program.

*Users:* Program consultants, program coordinator, unit manager, program administration staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Employment Skills Program (transferred to Family and Social Services in 1993)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employee information – name, social insurance number, education, work history, and proposed training.

*Individuals:* Social assistance recipients.

*Use:* Track commitments and expenditures, determine if training is appropriate and conduct audits.

*Users:* Divisional consultants, finance and government auditors.

*Legal authority:* Social Development Act (RSA 1980 cS-16).

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### **Enhanced Employment Alternatives Program (EEAP)**

*Location:* Learner Support Division – Headquarters, North and South Regions, contractors.

*Information maintained:* Contractor information – name (legal), address, phone number, contact, payment record and committed funding. Client Information – name, address (mailing and permanent), phone numbers (day and alternate), contact person, birth date, gender, number of dependants, marital status,

education, social insurance number, training, employment history, current income and source of income, national occupation code. Employer information: name (legal), address, phone number, contact.

*Individuals:* Albertans on social assistance.

*Use:* Track client's progress on becoming self-sufficient, monitor program's effectiveness, for statistical analysis and evaluation of program, process payments and track expenditures.

*Users:* Program consultants, program coordinators, contractors, managers, and program administrative staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5), Social Development Act (RSA 1980 cS-16).

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### **Farm Employment Program (discontinued March 31, 1990)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – name, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay. Employee information – name, address, phone number, birth date, social insurance number, education, work history, hours of work and wage paid.

*Individuals:* Alberta private sector employers and unemployed Albertans sixteen years of age or older.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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### **Integrated Training Program**

*Location:* Learner Support Division – Headquarters, North and South Regions, contractors.

*Information maintained:* Contractor information – name (legal), address, phone number, contact, payment record and committed funding. Client information – name, address (mailing and permanent) phone numbers (day and alternate), contact person, birth date, gender, number of dependants, marital status, education, social insurance number, training, employment history, current income, source of income and national occupation code. Employer information – legal name, address, phone number, contact.

*Individuals:* Albertans on social assistance.

*Use:* Track client's progress on becoming self-sufficient, monitor program's effectiveness, for statistical analysis and evaluation of programs, process payments and track expenditures.

*Users:* Program consultants, program coordinators, contractors, managers and program administrative staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5), Social Development Act (RSA 1980 cS-16).

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### **Interprovincial Examination with an Alberta or another province's certificate or document**

*Location:* Learner Support Division – North and South Regions, A&IT.

*Information maintained:* Certified tradesperson information – name, social insurance number, address, phone number, trade, gender, birth date, identification number, credentials/documents held in the trade, exam scheduling, correspondence, verification of approval from other provinces, fees paid and receipt numbers.

*Individuals:* Certified employed and unemployed tradespersons.

*Use:* Verify certification, obtain approval to attempt the examination and track the individual in obtaining his or her Red Seal by passing the Interprovincial Examination.

*Users:* Learner Support unit supervisors, consultants, data entry and record clerks.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### **International Marketing Program (discontinued March 31, 1990)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – name, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay, funding details. Employee information – résumé, name, address, phone number, social insurance number, travel expenses, hours worked and wage paid.

*Individuals:* Alberta private sector employers and post-secondary graduates.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

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### **Job Placement Program**

*Location:* Learner Support Division – Headquarters, North and South Regions, contractors.

*Information maintained:* Contractor information – name (legal), address, phone number, contact, payment record and committed funding. Client information – name, address (mailing and permanent) phone numbers (day and alternate), contact person, birth date, gender, number of dependants, marital status, education, social insurance number, training, employment history, current income, source of income



and national occupation code. Employer information – legal name, address, phone number, contact  
*Individuals:* Albertans on social assistance.

*Use:* Track client's progress on becoming self-sufficient, monitor program's effectiveness, for statistical analysis and evaluation of programs, process payments and track expenditures.

*Users:* Program consultants, program coordinators, contractors, managers and program administrative staff

*Legal authority:* Government Organization Act (SA 1994 cG-8.5), Social Development Act (RSA 1980 cS-16)

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### **Local Apprenticeship Committees (LACs)**

*Location:* Learner Support Division – North and South Regions, Apprenticeship Division.

*Information maintained:* LAC membership for 45 trades – name, address, phone number, position, start and end dates of the term, term number, employer name and address.

*Individuals:* Employers, employees, unit staff and invited guests.

*Use:* Bulk mailings and departmental contact with members of the committees.

*Users:* Departmental staff and Local Apprenticeship Committee members.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### **Post-Secondary Internship and Training Programs (discontinued March 31, 1991)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Tuition. Employer information – business name, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay. Employee information – name, address, phone number, social insurance number, education, work history, hours worked and wage paid.

*Individuals:* Alberta private sector employers and post-secondary graduates.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Income Tax Act (SC 1970-71-72 c63), Department of Career Development and Employment Act (SA 1983 cD-24.5).

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### **Priority Employment Program (PEP) (discontinued March 31, 1992)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – legal name of business, address, phone number, Revenue Canada Employer Registration Number, job

description, rate of pay. Employee information – name, social insurance number, hours worked, and wage paid.  
*Individuals:* Alberta private sector employers and individuals unemployed or working no more than twenty hours per week.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5), Income Tax Act (SC 1970-71-72 c63).

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### **Quebec/Alberta Student Employment Exchange Program (element of STEP)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – name, address, phone number, job description, rate of pay. Employee information – name, address, phone number, social insurance number, résumé, application, interview documentation, and hours worked.

*Individuals:* Provincial government departments and post-secondary students from Quebec and Alberta.

*Use:* Track commitments and expenditures, determine employer/employee eligibility, determine employee suitability for position, and conduct audits.

*Users:* Division consultants, finance and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Registered Apprenticeship Program (RAP) for High Schools**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Apprentice information – name, social insurance number, address, phone number, trade, gender, birth date, identification number, education, transcripts. Employer information – business name, mailing/site address, phone number, fax number, contact person, contract, statutory declaration, exam scheduling, correspondence, transfer cards.

*Individuals:* Alberta private sector employees, and employed and full-time high school students.

*Use:* Track an individual becoming a registered apprentice while attending high school.

*Users:* Unit supervisors, consultants, data entry and records clerks.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

### **Skilled Trades Information System (STIS) reports**

*Location:* Learner Support Division – Headquarters and Career Development Centres, Apprenticeship and Industry Training Division.

*Information maintained:* Name, social insurance numbers, phone number, gender, birth date, marital status, trade/occupation applications, authorization applications, authorization issued, authorization terms and conditions, apprenticeship contract requirements, job wage rates, trainee program requirements, certificate numbers, examination results, school scheduling data, course results, educational background/level, employer, previous employers, employer contact person, employer address, employer phone number, employer fax number, primary trade/occupation in an employer's shop, examination inventory, comments on individuals, comments on employers, mailed correspondence, and various standard reports for all information maintained.

*Individuals:* Apprentices, trainees, certified tradespersons with occupational certificates, applicants for various services (authorizations, replacement certificates, equivalency documents).

*Use:* Administer, maintain and monitor the standards and participation in apprenticeship and industry training programs.

*Users:* Learner Support Division staff and Apprenticeship and Industry Training Division, Provincial and Local Apprenticeship Committee members, Apprenticeship and Industry Training Board members.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

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### **Special Placement Work Experience Program**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – company name and contact, job description, rate of pay. Employee information – name and wage paid.

*Individuals:* Provincial government departments and disadvantaged Albertans including the disabled and Albertans over 45 years old.

*Use:* Track commitments and expenditures, record approved positions, place employees and conduct audits.

*Users:* Division consultants, finance and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Summer Temporary Employment Program (STEP) – Career and Work Experience Element**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – name, contact, address, phone number, Revenue Canada Employer Registration Number, job description, rate of pay. Employee information – name, social insurance number, hours worked, and wage paid.

*Individuals:* Non-profit Alberta organizations and individuals who are unemployed or working no more than 20 hours a week.

*Use:* Track commitments and expenditures, determine employer eligibility and rate of reimbursement, process program payments and conduct audits.

*Users:* Divisional consultants, claims clerks, finance and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Summer Temporary Employment Program (STEP) – Provincial Government Element**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – name, contact, address, phone number, job description, rate of pay. Employee information – name, social insurance number, hours worked, and wage paid.

*Individuals:* Alberta government departments and individuals who are unemployed or working no more than 20 hours a week.

*Use:* Track commitments and expenditures, determine employer eligibility and rate of reimbursement, process program repayments and conduct audits.

*Users:* Division consultants, claims clerks, finance and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Training and Employment Support System (TESS)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – company's legal name, address, phone number, contact person, wage rate, start and end date of contract, type of occupation and training, vendor number, location code, amount of contract, payment history, completion code and consultant comments. Employee information – employee name, social insurance number, birth date, and gender.

*Individuals:* Unemployed individuals eligible to work in Canada.

*Use:* Record and track data relating to the program and expenditures and for audit and evaluation purposes.

*Users:* Branch staff, field staff, managers, and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Training on the Job (TOJ)**

*Location:* Learner Support Division – North and South Regions.

*Information maintained:* Client information – name, address, phone number, résumé, social insurance number. Employer information – business name, contact name, phone number, training plan, contract



summary information, contract, financial analysis, payment schedule, invoices and related correspondence.

*Individuals:* Albertans on social assistance.

*Use:* Tracking expenditures and commitments, determine rate of reimbursement, processing payments and monitoring the progress of the program, statistical analysis and evaluation of program services.

*Users:* Program consultants, program coordinator, unit manager, program administrative staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5), Social Development Act (RSA 1980 cS-16).

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### **Vocational Rehabilitation of Disabled Persons Program (VRDP) – Medical and psychological records**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Student information – name, address, phone number, social insurance number, medical assessments and client's medical history.

*Individuals:* Albertans with varied disabilities.

*Use:* Determine program eligibility, provide documentation for cost sharing with the federal government, and conduct audits.

*Users:* Divisional consultants, finance and federal/provincial auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Vocational Rehabilitation of Disabled Persons Program – Student records (regionalized in 1994)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Tuition; training allowance. Student information – name, address, phone number, social insurance number, birth date, marital status, name of spouse, number of dependants, age and relationship of dependants, education, work history, emergency contact, financial status, Canada Employment Centre comments, and counsellor comments.

*Individuals:* Albertans with varied disabilities.

*Use:* Track commitments and expenditures, and determine eligibility, rate of training allowance, tuition costs and conduct audits.

*Users:* Divisional consultants, payroll clerks, finance and government auditors.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Vocational Training and Information System (VTIS)**

*Location:* Learner Support Division – Headquarters and Career Development Centres.

*Information maintained:* Name, previous name, social insurance number, birth date, age, citizenship, how long an Alberta resident, target group (Supports for Independence/Unemployment Insurance), type of

disability (if applicable), type of service received (career counselling/workshop/training/Labour Market Information Centre), type of training requested, dates of training, date of service provided, courses taken during sponsored training, name of training place, types of funds committed, amount of funds committed, actual payment made, name of vendor providing the service, name of the departmental counsellor/expenditure officer, client contact statistics (counts of contacts for workshops, counselling sessions and Labour Market Information Centre visits).

*Individuals:* People who request assistance in career planning, or receive training through either the Skills Improvement Program (SI) or the Vocational Rehabilitation of Disabled Persons Program (VRDP).

*Use:* Identify types of services provided by Advanced Education and Career Development, track commitments and expenditures, track statistics (counts).

*Users:* Department staff across the province.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Writers' résumés**

*Location:* Learner Support Division.

*Information maintained:* Name, address, telephone number, work experience, education, references, achievements, examples of past work.

*Individuals:* Private writers or companies/editors.

*Use:* A resource list for proposal submissions.

*Users:* Division managers and departmental staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Youth Employment and Training Program (discontinued March 31, 1991)**

*Location:* Learner Support Division – Headquarters.

*Information maintained:* Employer information – business name, address, phone number, Revenue Canada Employer Registration Number, job description, training plan, rate of pay. Employee information – name, address, phone number, social insurance number, education, work history, hours worked, hours trained, and wage paid.

*Individuals:* Alberta private sector employers, and individuals between 16 and 24 years of age.

*Use:* Track commitments and expenditures, determine employer/employee eligibility and rate of reimbursement, process program payments, and conduct audits.

*Users:* Division consultants, claims clerks, finance and government auditors.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

## Procedure manuals

- Alberta Business Community Development Program Manual
- Alberta Training Program Guidelines
- Alberta Wage Subsidy Program Guidelines
- Alberta Youth Employment Training Program Guidelines
- Apprenticeship and Industry Training Reference Manual
- Employment Alternatives Program Manual
- Employment Skills Program Guidelines
- Farm Employment Program Guidelines
- International Marketing Program Guidelines
- Post-secondary Internship and Training Program Guidelines
- Priority Employment Program Guidelines
- Quebec/Alberta Student Employment Exchange Program Guidelines
- Regional Sectoral Program Guidelines
- Skills Alberta Program Guidelines
- Skills Improvement Program Guidelines
- Special Placement Work Experience Program Guidelines
- Summer Temporary Employment Program Manual
- Tailor Made Training Program Guidelines
- Vocational Rehabilitation of Disabled Persons Program Manual

## AECD 7

## SYSTEM FUNDING AND ACCOUNTABILITY DIVISION

The division assists in developing policy options, implementing approved policies, funding programs and services supporting the education and training of adults in Alberta's post-secondary institutions and through private providers, community consortia and agencies, and community adult learning councils.

### General classes or types of information

*Records include: policy development and implementation; grant support for adult learning activities in post-secondary institutions, community consortia and community adult learning councils; development and implementation of policy respecting tuition fees for post-secondary programs; licensing of private providers of vocational training and certification of private providers of adult basic education programs; review and approval of major program changes in public, post-secondary institutions; assessment and analysis of financial and other performance information from post-secondary institutions; and federal-provincial programs related to post-secondary education and other adult training activities.*

- ACCESS Network
- Adult Development Program – Extension Replacement Grants -Institutional records
- Adult Development Program -Institutional records

- Adult Development Program -Supports for Independence (SFI) – Institutional records
- Budget preparation, expenditure monitoring and business plan development for division
- Capital policy – Post-secondary institutions
- Certification – Applications for certification for private providers
- Certified private providers -School files
- Community Adult Learning Program (formerly Further Education Councils)
- Community Educational Consortia
- English Language Training Program (ESL)
- Exemptions from licensing
- Immigrant Settlement Services Program
- Inmate Education Program
- International education programs – Alberta International Education Awards
- International education programs – Institutional records, policy
- Licensed private vocational schools – Retention and job placement information, school files, special issues
- Official Languages in Education – Official Languages Monitor Program, student fellowships, Summer Language Bursary Program, teacher training and development
- Post-secondary institutions: Budgets and finance - institutional records, policy, interpretation and monitoring
- Post-Secondary Programs – Institutional records, policy, guidelines and general files
- Private Colleges Accreditation Board
- Tuition fee policy
- Volunteer Tutor Literacy Program

## Personal information banks

### Alberta Immigration Review Panel

*Location:* Adult Development Branch.

*Information maintained:* Name, address, immigration application forms, medical reports, correspondence, medical advisor's assessment.

*Individuals:* "Medically inadmissible" cases referred to Alberta from Citizenship and Immigration Canada.

*Use:* Respond to referrals from Citizenship and Immigration Canada.

*Users:* Branch staff, selected information is given to panel members – officials from Family and Social Services and Health.

*Legal authority:* Immigration Act (SC 1976-77 c52), Alberta Immigration Agreement 1985.

### Fellowship Program For Full-Time Studies In French

*Location:* Post-Secondary Programs Branch.

*Information maintained:* Social insurance number, name, address, gender, parent/student phone number,



proof of citizenship, transcripts, study information, residency information.

*Individuals:* Post-secondary students interested in pursuing studies in French.

*Use:* Assist Alberta post-secondary students in pursuing studies in French.

*Users:* Branch staff, Treasury, Department of Canadian Heritage.

*Legal authority:* Federal-Provincial Agreement on Official Languages in Education, Income Tax Act (SC 1970-71-72 c63).

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### Individual teacher bursary

*Location:* Post-Secondary Programs Branch.

*Information maintained:* Name, address, social insurance number, birth certificate, work/home telephone numbers, proof of citizenship, place of employment, employment status, proof of payment and course completion.

*Individuals:* Teachers, instructors, administrators, librarians and counsellors.

*Use:* Funding for French language teachers or teachers that teach in French for short-term courses. Funding provided by the federal Department of Canadian Heritage and administered by Advanced Education and Career Development.

*Users:* Branch staff, Treasury and Department of Canadian Heritage.

*Legal authority:* Federal-Provincial Agreement on Official Languages in Education, Income Tax Act (SC 1970-71-72 c63).

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### Official Languages Monitor Program

*Location:* Post-Secondary Programs Branch.

*Information maintained:* Name, permanent address, current address, gender, birth date, social insurance number, post-secondary institution, curriculum vitae, transcript, phone number.

*Individuals:* Full-time post-secondary students (for part-time), any individual with one year university (for full-time).

*Use:* Promote both official languages, English and French, in their respective cultures.

*Users:* Branch staff, Council of Ministers of Education Canada (CMEC), school boards or employers.

*Legal authority:* Federal-Provincial Agreement on Official Languages in Education, Income Tax Act (SC 1970-71-72 c63).

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### Summer Language Bursary Program

*Location:* Post-Secondary Programs Branch.

*Information maintained:* Social insurance number, name, address, gender, parent/student telephone number, proof of citizenship, study information, residency information.

*Individuals:* Full-time students who have reached post-secondary level.

*Use:* Promote both official languages, English and French, in their respective cultures.

*Users:* Branch staff.

*Legal authority:* Federal-Provincial Agreement on Official Languages in Education, Income Tax Act (SC 1970-71-72 c63).

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### Procedure manuals

- Adult Development Program: Guidelines and Procedures
- Community Adult Learning Program: Policy, Guidelines and Procedures
- Delivery of Instructional Programs for Adult Inmates
- Extension Replacement Grants (Adult Development Program): Guidelines and Procedures
- Foundations for Adult Learning and Development Policy
- Fund Balances and Reserves Policy
- Guidelines and Procedures for Community Consortia
- Guidelines for System Development
- Immigration and Settlement Services – Integrated Service Program
- Private Colleges Funding Policy
- Private Vocational Schools Procedures Manual
- Supports for Independence (Adult Development Program): Guidelines and Procedures
- Tuition Fee Policy

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### AFFILIATED PUBLIC BODIES

#### AECD 8

#### ACCESS FUND ADVISORY COMMITTEE

The Access Fund Advisory Committee was established by the Minister to recommend the allocation of the department's Access Fund to successful proposals made by eligible providers to increase total student places. The Committee recommends to the Minister: (a) the criteria to be used for selecting successful proposals; (b) the highest program priorities; and (c) approval and funding of selected proposals. It consists of a Chair, two student representatives, four public members, two government officials and one MLA.

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#### General classes or types of information

*Records include letters of intent and program proposals for funding from the Access Fund; funding recommendations; and administrative records associated with deliberations of the Advisory Committee.*

- Access Fund

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#### Personal information banks

*None*

## Procedure manuals

None

### AECD 9

## ADVANCED EDUCATION FOUNDATIONS

Eight foundations have been established under the Advanced Education Foundations Act. They are University of Calgary Foundation, University of Alberta 1991 Foundation, Athabasca University Foundation, University of Lethbridge Foundation, Banff Centre Foundation, Public Colleges Foundation of Alberta, Technical Institutes Foundation of Alberta, and Non-Profit Private Colleges Foundation. The foundations are agents of the Crown in Right of Alberta. The purpose of the foundations is to receive gifts of real and personal property, including money, and to provide grants and real and personal property to the institution or institutions for which they were established, to support and promote the educational and research activities of the institution(s).

### General classes or types of information

*Records include information on grant requests (applications), gifts made to the foundation, and tax receipt information.*

- Fund transfers
- Gifts (donor and amount)
- Grant applications/requests
- Tax receipts
- Tax rulings

### Personal information banks

#### Donor information

*Location:* Foundation offices.

*Information maintained:* Names, addresses and phone numbers of donors and donations made to the foundations.

*Individuals:* Donors.

*Use:* Enable correspondence between donors and the foundations.

*Users:* Foundation staff and trustees.

*Legal authority:* Advanced Education Foundations Act (SA 1991 cA-2.5).

### Procedure manuals

- Foundation Bylaws (for each foundation)
- Guidelines for Trustees
- Operational Guidelines

### AECD 10

## ALBERTA APPRENTICESHIP AND INDUSTRY TRAINING BOARD

The Alberta Apprenticeship and Industry Training Board is established under the Apprenticeship and

Industry Training Act. The Board advises the Minister on all matters relating to the training and certification of persons in designated trades and occupations and on the needs of the Alberta labour market for skilled and trained persons.

### General classes or types of information

*Records include information on decisions and ongoing activities of the Apprenticeship and Industry Training Board; information on the membership and activities of the Board; membership of the Provincial Apprenticeship Committees (PACs) and Local Apprenticeship Committees (LACs). They also include Board bylaws and Board approved PAC and LAC bylaws.*

- Apprenticeship and Industry Training Board minutes (from January 1992)
- Completed Board projects
- PAC and LAC minutes
- Working documents of ongoing Board activities

### Personal information banks

#### Apprenticeship and Industry Training Board nominations information

*Location:* Board Secretariat.

*Information maintained:* Résumés and nominator letters of current Apprenticeship and Industry Training Board members and of people who have applied to become a member.

*Individuals:* Current Board members and applicants to the Board.

*Use:* Generate a list of individuals which the Minister can use to provide recommendations to Cabinet regarding filling upcoming vacancies on the Board.

*Users:* Apprenticeship and Industry Training Board Secretariat, Executive Director of Apprenticeship and Industry Training Division, Presiding Officer of the Board, other Board members, Nominations Committee staff members.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

#### Provincial and Local Apprenticeship Committee nominations information

*Location:* Board Secretariat.

*Information maintained:* Nominator letters and other personal information of current and possible future Provincial and Local Apprenticeship Committee (PAC and LAC) members.

*Individuals:* Current and possible future PAC and LAC members.

*Use:* Fill upcoming vacancies on the PACs and LACs.

*Users:* Apprenticeship and Industry Training staff, Board members.

*Legal authority:* Apprenticeship and Industry Training Act (SA 1991 cA-42.3).

## Procedure manuals

None

### AECD 11

## ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER (ACAT)

ACAT's objective is the expansion of educational opportunities for students. ACAT is responsible for developing policies, guidelines and procedures designed to facilitate transfer arrangements among post-secondary institutions.

### General classes or types of Information

*Contains information about transfer agreements, admission and transfer policies, procedures and issues, ACAT studies, correspondence with students, organizations, ACAT members, institutional contact persons, other institutional officials, the Minister, government officials and organizations.*

- Alberta Transfer Guide
- Information requests and inquiries
- Institutions
- New transfer agreements reports
- Related issues
- Studies on admission and transfer
- Transfer agreements

### Personal information banks

#### Duplicate Application Detection Databases (1992, 1993, 1994)

*Location:* Alberta Council on Admissions and Transfer.

*Information maintained:* Institutional identifier, applicant record identifier, offer of admission, educational institute currently attending, postal code, program code, last educational institution attended.

*Individuals:* Applicants to participating post-secondary institutions.

*Use:* Provide summary information about the volume of duplicate application activity among pairs of participating institutions; provide specific information to institutions that share applications about the applicant's behaviour of the applications they share.

*Users:* Only ACAT office staff have access to the full databases. Selected information is disclosed to the participating post-secondary institutions and Advanced Education and Career Development staff.

*Legal authority:* Department of Advanced Education Act (Repealed), Government Organization Act, Schedule 1 (SA 1994 cG-8.5).

### Procedure manuals

- Alberta Transfer Guide (annual)
- Council Principles, Policies and Procedures
- Council Terms of Reference
- Handbook for Contact Persons

### AECD 12

## ALBERTA FOREST INDUSTRY TRAINING COUNCIL

The Council was established by the Minister to provide advice on the need and nature of training required by the forest industry. The Council is no longer active.

### General classes or types of Information

*See Common Records*

### Personal information banks

#### Membership list

*Location:* Alberta Forest Industry Training Council.

*Information maintained:* Council members' names, addresses, phone numbers and job history.

*Individuals:* Forest company representatives.

*Use:* Departmental records, mailing lists and ministerial appointments.

*Users:* Department administrators, other Council members, Minister's Office.

*Legal authority:* Department of Career Development and Employment Act (SA 1983 cD-24.5).

### Procedure manuals

None

### AECD 13

## ALBERTA VOCATIONAL COLLEGES

The provincially administered Alberta Vocational Colleges (AVCs) provide programs and services designed to enhance the capabilities of Albertans to participate in the social and economic development of the province. Emphasis is placed on the education and training of adults whose opportunities have been limited because of educational, social and/or economic factors.

**AVC – Calgary** has a main campus in Calgary, 12 urban learning centres, and 13 community outreach centres. Programs are also provided through community consortia.

**AVC – Edmonton** serves greater Edmonton with three campuses and two Community Learning Centres. Two additional campuses and seven learning centres are located throughout rural northern and central Alberta.

**AVC – Lac La Biche** has a main campus in Lac La Biche and outreach centres at the Elizabeth Settlement, Fishing Lake Settlement, Frog Lake Reserve, Saddle Lake Reserve, Goodfish Lake Reserve, St. Paul and Athabasca.

**AVC – Lesser Slave Lake** has main campuses at Grouard and Slave Lake and 19 community-based campuses throughout the region. The college also offers outreach courses in a number of other communities.



Programs at AVCs include academic upgrading; career and employment preparation; trades preparation; various career and skills training programs; English as a Second Language; and cost recovery programs for business, industry and community organizations.

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### General classes or types of information

*Includes a number of records common to most AVCs, such as class listings, attendance records, program/course information, program enrollment, program status statistics, program proposals, correspondence with funding agencies and with post-secondary institutions and consortia. There are also records unique to each AVC which are listed separately. Records also include information about general administration and operational support functions as listed under the Common Records section of this directory.*

### Records Common to Most AVCs

- Alberta Council on Admissions and Transfer
- Authority to copy
- Class listings
- Clinical/field placements
- Daily attendance records
- Funding agencies – Correspondence
- Post-secondary institutions and consortia correspondence
- Program enrollment statistics
- Program proposals
- Program status statistics
- Program/course information
- Research reports and statistics
- Scholarships and awards
- Student association
- Student survey results
- Textbook loan information

### Records Unique to AVC – Calgary

- Ad hoc programs
- Cost recovery programs
- Program recruitment and selection
- Staff awards of excellence

### Records Unique to AVC – Edmonton

- Classroom usage
- Development projects
- Health and Safety Report Book
- Post-secondary institution entrance criteria
- Program intake analysis reports

### Records Unique to AVC – Lac La Biche

- Admissions files
- Instructor evaluations
- Progress reports
- Student Emergency Fund
- Testing files

### Records Unique to AVC – Lesser Slave Lake

*None*

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### Personal information banks

*The following personal information banks are common to most AVCs:*

### Current Term Student Program records

*Location:* AVC – Calgary, Edmonton, Lac La Biche and Lesser Slave Lake.

*Information maintained:* Student name, class, documentation on performance and progress, performance evaluation summaries, student marks, timetables, case conference notes, correspondence relating to academics, copies of medical excuse absences and program plans.

*Individuals:* Students.

*Use:* Keep track of student progress.

*Users:* Instructors, counsellors, department chairman, program staff, students.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### Library users list

*Location:* AVC – Calgary, Edmonton, Lac La Biche and Lesser Slave Lake.

*Information maintained:* Name of patron, department code, area of study, phone number, books on loan, overdue books, fines owed, date of expiry of ID/borrower's card, program withdrawal date.

*Individuals:* Staff and students.

*Use:* Keep track of library materials; contact persons with outstanding loans/fines; prepare statistical reports.

*Users:* Library staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### Student counselling records

*Location:* AVC – Calgary, Edmonton, Lac La Biche and Lesser Slave Lake.

*Information maintained:* Name, program, location of program, date and duration of visits, referrals, record of counselling contacts, counselling intervention plans and notes, information provided by student.

*Individuals:* Current and former students.

*Use:* Maintain a confidential record of counsellor interview observations and recommendations to assist in the counselling process.

*Users:* Counsellors.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### Student Information Records System (SIRS)

*Location:* AVC – Calgary, Edmonton, Lac La Biche, and Lesser Slave Lake.

*Information maintained:* Name; address; social insurance number; gender; birth date; employment history; educational history; emergency contact name, address and phone number; medical history; Alberta health care number; nation of origin; mother tongue;



marital status and name of spouse and dependants; citizenship; entrance test results; final marks; support services required; attendance; program enrolled in or applied for; funding documentation; marks; letters; withdrawal documentation/exit information.

*Individuals:* Applicants and students (current and former).

*Use:* Provide access to current and historical documentation of students attending AVC in dealings with students, or provide transcripts.

*Users:* Students, Registrar's staff, senior instructors, research and development staff, sponsors (select information).

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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***The following personal information banks are unique to AVC – Calgary:***

**Applicant assessment files (Counselling Unit)**

*Location:* AVC – Calgary.

*Information maintained:* Recommendations regarding admission suitability of special needs applicants or to support referrals to alternate educational programs; information provided to AVC – Calgary by applicant or external agencies used by counsellor in making recommendations; observations made by counsellors or provided to counsellors by AVC – Calgary personnel when they have been involved with applicant, information of a personal and confidential nature that by its nature warrants limited dissemination.

*Individuals:* Special needs applicants when they have been identified by Admissions personnel as requiring specialized assistance; former students whose performance withdrawal or termination predicates specialized assessment.

*Use:* Maintain confidential records of counsellor interview observations, behavioral prescriptions and recommendations, and enable review of special applicants appeals or future applications.

*Users:* Dean of Student Services, Senior Counsellor, counsellors approved by Senior Counsellor, Admissions and the Registrar's staff with approval of Dean of Student Services.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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**Counselling intervention record**

*Location:* AVC – Calgary.

*Information maintained:* Recommendations made by counsellors relating to student appeals, counselling intervention plans and notes where student has undertaken a structured counselling program with a college counsellor, goal of counselling relationship and strategies and notes relating to them, records relating to allegations of misconduct by fellow students or AVC personnel that have been brought to the attention of a

counsellor, critical incidents reports completed by counsellor or provided to counsellors for purposes of counselling intervention, information provided by student or by external agencies (with approval of students) to assist in offering an effective counselling service to the identified student.

*Individuals:* Students currently enrolled who are seeking assistance, students currently enrolled who have been referred to counselling, former students who are seeking assistance.

*Use:* Maintain confidential records of counsellor interview observations, behavioral descriptions and recommendations to enable counsellors to maintain an ongoing record of their activity with individual students; maintain confidential records to assist in review of appeals and investigation of allegations of misconduct; maintain confidential records to enable continuity of service to student in absence of a counsellor who has had prior contact.

*Users:* Dean of Student Services, Senior Counsellor, Counsellors approved by Senior Counsellor, Admissions and Registrar's staff approved by Dean of Student Services.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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**Counsellor appointment schedule**

*Location:* AVC – Calgary.

*Information maintained:* Record of all counselling interviews, names, student status, dates and times.

*Individuals:* All persons who are seen at the Counselling Centre, applicant assessment (Counselling Unit).

*Use:* Effectively structure client contacts, enable monitoring by Senior Counsellor of level and nature of Counselling Centre activity.

*Users:* Dean of Student Services, Senior Counsellor, Counsellors approved by the Senior Counsellor, Admissions and Registrar's staff with approval of Dean of Student Services.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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**Health and Community Careers student medical forms**

*Location:* AVC – Calgary.

*Information maintained:* Student's personal health history, current health status, current medication regime, physician's examination and evaluation, AVC's Health and Community Careers Department approval or disapproval for entry into program.

*Individuals:* All students applying for any Health and Community Careers course.

*Use:* Document the past and current medical status of an applicant; document physician's examination and evaluation regarding suitability of applicant; document approval or disapproval into program, by Health and Community Careers Department; obtain and maintain

medical information to assist Health Services to provide appropriate, prompt, consistent medical care, treatments and emergency response.

*Users:* Applying student; attending physician; Applications Department; Health Services Department; Health and Community Careers Department, Ombudsman (if applicable), Workers' Compensation Board (if applicable).

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Immunization documentation**

*Location:* AVC – Calgary.

*Information maintained:* AVC – Calgary Health and Community Careers Department staff or student's immunization documentation.

*Individuals:* All staff in AVC's Health and Community Careers Department who accompany their programs' students to work (clinical) experiences, all students in Health and Community Careers Department programs.

*Use:* Document past and current immunization status which fulfills pre-clinical experience requirements for student work experiences at various hospitals, extended care facilities, day cares, etc.

*Users:* Attending physician, Public Health Department staff, Applications Department, Registrar's staff, Health and Community Careers Department, Health Services Department, various clinical experience's Occupational Health Departments, Ombudsman, Workers' Compensation Board.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90, Public Health Act (SA 1984 cP-27.1).

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### **Nursing notes**

*Location:* AVC – Calgary.

*Information maintained:* Documentation by Health Services nursing staff of interaction (contacts, treatments, medications, conversations, suggestions, advisements, referrals, emergency care, plans of action, outcomes, etc.) with clients.

*Individuals:* Any client using AVC's Health Services.

*Use:* Fulfill legal requirements set out by the Alberta Association of Registered Nurses.

*Users:* Nursing staff, counsellors and instructors (only if a specific Release of Information is obtained first and freely from client), Public Health Departments only if client is a threat to public health, City Police Department only if client is a danger to self or others, Ombudsman, Workers' Compensation Board.

*Legal authority:* Public Health Act (SA 1984 cP-27.1), Nursing Profession Act (1983 cN-14.5), Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

### **Personal Medical Form**

*Location:* AVC – Calgary.

*Information maintained:* Personal health history, current health status, current medications regime, emergency contact(s) information.

*Individuals:* All new staff members, clients, students who present AVC with medical concerns/conditions.

*Use:* Maintain past and current medical information which assists in appropriate, prompt, consistent medical care, treatments and emergency response.

*Users:* Nursing staff, City of Calgary Emergency Paramedic personnel (if applicable), AVC instructors if a specific Release of Information is obtained from, and agreeable with, the student first, Ombudsman (if applicable), Workers' Compensation Board (if applicable).

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Workers' Compensation Board Claim forms**

*Location:* AVC – Calgary.

*Information maintained:* Name and documentation of accidents, near misses, deaths, property damage, lost time due to an incident that occurred either at work or a work experience site, while performing regular work duties.

*Individuals:* All students attending AVC, all staff employed by AVC unless their contract specifically states they are not covered.

*Use:* Initiate a claim to Workers' Compensation Board.

*Users:* Health Services Department staff, claimant or claimant's representative, Advanced Education and Career Development Human Resources staff, attending physician, Ombudsman (if applicable), Workers' Compensation Board staff.

*Legal authority:* Workers' Compensation Act (SA 1981 cW-16), Occupational Health and Safety Act (RSA 1980 cN-15).

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*The following personal information banks are common to AVC – Edmonton and AVC – Lesser Slave Lake:*

### **Graduate lists**

*Location:* AVC – Edmonton, AVC – Lesser Slave Lake.

*Information maintained:* Listing of program graduates and data on attendance, performance and attitudinal factors.

*Individuals:* Program graduates.

*Use:* Provide reference information to potential employers.

*Users:* Instructional staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.



### **Student confidential/psychological testing files**

*Location:* AVC – Edmonton and AVC – Lesser Slave Lake.

*Information maintained:* Name, test record forms, test results, referrals.

*Individuals:* Students who have been assessed for psychological and/or learning difficulties or regarding vocational/career issues.

*Use:* Assess academic ability/potential, assist students in vocational choices, assist in academic placement or special academic assistance, assist counsellors in making appropriate referrals.

*Users:* Counsellors.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Student work experience placement**

*Location:* AVC – Edmonton and AVC – Lesser Slave Lake.

*Information maintained:* Placement location details, description of student activities, evaluation, attendance reports, work assessments, (name, address, social insurance number for AVC – Lesser Slave Lake Work Study Program).

*Individuals:* Students: High School credit, Adult Basic Education, pre-trades, receptionist.

*Use:* Place, monitor progress and evaluate students on work experience placements, or in work/study program.

*Users:* Student Employment Service (SES) staff, students, instructors.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90, Income Tax Act (SC 1970-71-72 c63).

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***The following personal information banks are unique to AVC – Edmonton:***

### **Applicant/student performance**

*Location:* AVC – Edmonton.

*Information maintained:* Scores applicants/students achieved on entrance and class exams.

*Individuals:* Applicants/students who have written exams.

*Use:* Maintain applicant/student placement results.

*Users:* Program staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

---

### **Special Placement Program referrals**

*Location:* AVC – Edmonton.

*Information maintained:* Name; address; phone; social insurance number; referral details relating to age, health, disability, work and program assessment.

*Individuals:* Students who are deemed eligible for the program.

*Use:* Maintain a record of referral (copies).

*Users:* Student Employment Services (SES) staff, Special Placement Program staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Student Employment Services registration forms**

*Location:* AVC – Edmonton.

*Information maintained:* Name, address, phone, source of funding, dependants, health/disability factors, means of transportation, other agencies, timetable, work history, volunteer experience, follow-up and action notes.

*Individuals:* Students and alumni.

*Use:* Provide appropriate job assessments, referrals.

*Users:* Student Employment Services (SES) staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Student medical information**

*Location:* AVC – Edmonton.

*Information maintained:* Name, address, gender, birth date, phone number, Alberta health care number, social insurance number, emergency contact, medical conditions, medications, doctor's name, letters from doctors and psychologists, vision, hearing, immunization records (when applicable).

*Individuals:* All full-time students.

*Use:* For use by AVC Health Services personnel only.

*Users:* AVC Health Services nurses.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Student résumés**

*Location:* AVC – Edmonton.

*Information maintained:* Paper/electronic copies of résumés developed on behalf of students and alumni.

*Individuals:* AVC registered students and alumni.

*Use:* Assist AVC students to market their skills to employers.

*Users:* Student Employment Services (SES) staff, students and alumni.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

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### **Student survey results (3 month follow-up)**

*Location:* AVC – Edmonton.

*Information maintained:* Results from the 3 month follow-up survey completed by students.

*Individuals:* Graduate students.

*Use:* Information is used in the graduate survey report to evaluate effectiveness of programs.

*Users:* Research staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

### **Students with special needs – Student files/database**

*Location:* AVC – Edmonton.

*Information maintained:* Name, personal data, type of special need(s), accommodations, work that has been done for the student.

*Individuals:* Students with special needs.

*Use:* Enables Learner Support Services (LSS) staff to provide help for the students who are going to the AVC.

*Users:* LSS staff in conjunction with counsellors.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

---

### **Workers' Compensation Board accident forms**

*Location:* AVC – Edmonton.

*Information maintained:* Completed accident forms for work experience students including student's name, details of injuries and treatment given.

*Individuals:* Work experience students.

*Use:* Maintain a record of accidents regarding work experience sites.

*Users:* Student Employment Services (SES) staff and students.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

---

*The following personal information banks are unique to AVC – Lac La Biche:*

### **Student Data Sheets – Counselling**

*Location:* AVC – Lac La Biche.

*Information maintained:* Student name, date of visit, visit code (reason), duration of visit, location of classroom, comments and follow-up, initial of counsellor.

*Individuals:* All individuals who visit counselling; i.e., students, non-students.

*Use:* Maintain consistency of visits from one counsellor to another, keep an historical record for each student, and for statistical purposes.

*Users:* Counsellors.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

---

*The following personal information banks are unique to AVC – Lesser Slave Lake:*

### **Driver Abstract records**

*Location:* AVC – Lesser Slave Lake.

*Information maintained:* Name, address, birth date, personal statistics, driving records, driver's licence number.

*Individuals:* All employees who will be driving a government vehicle.

*Use:* For Risk Management and Insurance purposes and National Safety Code Regulation.

*Users:* Transportation manager and vehicle coordinators.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90, National Safety Code Regulation.

---

### **Student performance**

*Location:* AVC – Lesser Slave Lake

*Information maintained:* Class marks achieved by students

*Individuals:* Students who have written exams

*Use:* Electronic back-up for machine scored test results

*Users:* Program staff.

*Legal authority:* Government Organization Act, Schedule 1 (SA 1994 cG-8.5), AR 194/90.

---

### **Procedure manuals**

#### **Manuals Common to Most AVCs**

- College Calendar/brochures
- Student Handbook

#### **Manuals Unique to AVC – Calgary**

- AVC – Calgary Policies, Guidelines and Procedures Manual
- Recruitment and Selection Manual

#### **Manuals Unique to AVC – Edmonton**

- Academic regulations
- Academic Upgrading Policies and Procedures Manual
- General Education Development Diploma (GED) Policy and Procedures Manual
- Health Careers Orientation and Reference Manual
- Library Policy and Procedures Manual

#### **Manuals Unique to AVC – Lac La Biche**

- Career Programs Policies and Procedures
- Operational Manual
- Recruitment Manual

#### **Manuals Unique to AVC – Lesser Slave Lake**

- Academic regulations
- Academic Upgrading Policies and Procedures Manual
- Operations Manual
- Policies and Procedures Manual

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## **AECD 14**

### **PRIVATE COLLEGES ACCREDITATION BOARD (PCAB)**

The PCAB is responsible for receiving and reviewing applications from private colleges for accreditation of baccalaureate programs and for making recommendations to the Minister. The PCAB also conducts periodic evaluations of accredited programs.



---

**General classes or types of information**

*Contains information on private colleges with accredited programs, their program proposals and annual reporting, as well as information related to the evaluations and accreditation process.*

- Accreditation
- Alberta institutions
- Annual reporting of private colleges
- Canadian private colleges
- External evaluations
- Issues
- Out-of-province institutions
- Private colleges with accredited programs
- Reports and studies
- Status of Accreditation Report
- Teacher certification

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**Personal information banks**

*None*

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**Procedure manuals**

- A Guide for Teams Conducting Comprehensive Evaluations
- A Guide for Teams Conducting Program Evaluations
- Accreditation Handbook
- Management Plan, Private Colleges Accreditation Board, 1994-1999
- Private and Independent Colleges in Alberta, March 1990

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**AECD 15**

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**PRIVATE VOCATIONAL SCHOOLS ADVISORY COUNCIL**

The Council hears appeals of decisions made by the Director of Licensing and Certification relative to licence refusals, suspensions and cancellations pursuant to the Private Vocational Schools Act and Regulation.

---

**General classes or types of information**

*Records include appeals by private vocational school operators; and information on job placement for schools appealing decisions.*

- Appeals
- Council decisions

---

**Personal information banks**

*None*

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**Procedure manuals**

*None*

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**AECD 16**

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**STUDENTS FINANCE BOARD**

The Students Finance Board is a publicly appointed board established under the Students Finance Act. Its purpose is to ensure that financial need is not a barrier to further education for adult Albertans. The Board has the responsibility to operate and administer student finance programs and to apportion financial assistance to students. It also encourages the skills development of Alberta's work force through the provision of training grants to disadvantaged Albertans; administers the Canada Student Loans Program, the Provincial Student Assistance Program and a variety of scholarship, grants and bursary programs, including the Alberta Heritage Scholarship Fund.

---

**General classes or types of information**

*Records include: Students Finance Board meetings (decisions and rulings), executive committee meetings; designations of programs; student loan defaults; student assistance statistics; the review or development of student assistance policy; the determination of eligibility for student assistance including original assessments, reassessments and appeals; statistical records related to phone inquiries, walk-in inquiries and the processing of appeals; expenditures, number of students assisted and demographics; scholarship applicants; and compliance audits, audit appeals and fraud investigations.*

- Alberta Heritage Scholarship Selection Committee minutes
- Alberta student loan reports
- Designation reports
- Guidelines
- Institutional statistics
- Investigation summaries
- Minutes of meetings
- Policy decisions
- Research statistical reports
- Rulings
- Statistical records relating to the processing of appeals
- Statistical reports on assessing, incoming phone inquiries and walk-in traffic
- Student loan default reports

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**Personal information banks**

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**Audit and investigation data matching**

*Location:* Students Finance Board.

*Information maintained:* Name, social insurance number, social assistance amounts, subsidized housing amounts, Vocational Rehabilitation of Disabled Persons (VRDP) funding amounts, income tax data.

*Individuals:* Students identified through compliance data matching.

*Use:* Compliance audits.

*Users:* Branch staff, assessment staff.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Student Loan Act (SA 1994 cS-23.3).

---

### **Audit, Reassessment and Appeal Management Information System**

*Location:* Students Finance Board.

*Information maintained:* Name, social insurance number, items selected for audit, results of audits, reassessments or appeals, investigation reference number.

*Individuals:* Students audited, reassessed or submitting audit appeals.

*Use:* Gather statistical results from audits, reassessments and audit appeals. Also used to generate letters to students advising of results of audits or reassessments.

*Users:* Branch staff, assessing staff and processing staff.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Students Finance Act (RSA 1980 cS-24), Student Loan Act (SA 1994 cS-23.3).

---

### **Fraud and criminal investigation files**

*Location:* Verification and Audit Branch.

*Information maintained:* Name, social insurance number, birth date, investigation reference number, criminal records check, investigation report.

*Individuals:* Students investigated for possible offences under the Canada Student Financial Assistance Act, the Students Finance Act, the Student Loan Act or the Criminal Code.

*Use:* Identify students under full scale investigation, investigation results, prosecution action.

*Users:* Branch staff.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Students Finance Act (RSA 1980 cS-24), Student Loan Act (SA 1994 cS-23.3).

---

### **Investigation Tracking System**

*Location:* Students Finance Board.

*Information maintained:* Name, social insurance number, investigation reference number, results of investigations.

*Individuals:* Students investigated for fraud or criminal charges.

*Use:* Tracking the status of investigations and provide statistical data related to completed investigations.

*Users:* Branch staff.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Students Finance Act (RSA 1980 cS-24), Student Loan Act (SA 1994 cS-23.3).

---

### **Scholarship fund applications**

*Location:* Alberta Heritage Scholarship Branch.

*Information maintained:* Name, current and permanent address, phone number, birth date, gender, preferred

title, academic and work history, awards or distinctions received, educational plans (course(s), place, time), accomplishments, names of people who have referred applicants (if applicable), budget items (if applicable).

*Individuals:* High school students (grade 12), undergraduate and graduate students, athletes, people in the workforce, people in the arts.

*Use:* Administration of the Alberta Heritage Scholarship Program.

*Users:* Students Finance Board staff and public members appointed by the Minister.

*Legal authority:* Alberta Heritage Scholarship Act (SA 1981 cA-27.1), Students Finance Act (RSA 1980 cS-24).

---

### **Students assistance files**

*Location:* Students Finance Board.

*Information maintained:* Name, social insurance number, student I.D. number, address, phone number, gender, birth date, education and employment history, income of applicant, parents, sponsors, spouse, marital status, residency status and medical and transcript information (if applicable).

*Individuals:* All students applying for assistance under the Student Assistance Program.

*Use:* Administration of the Student Assistance Program.

*Users:* Students Finance Board staff and public members appointed by the Minister.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Students Finance Act (RSA 1980 cS-24), Student Loan Act (SA 1994 cS-23.3).

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### **Student loan documents**

*Location:* Students Finance Board – Guaranteed Loans.

*Information maintained:* Name, social insurance number, student I.D. number, address, phone number, gender, birth date, marital status, residency status, education and employment history, income of applicant, spouse, amount of loans, bank where loan resides and medical certificate (if applicable).

*Individuals:* Students in receipt of Alberta student loans.

*Use:* Administration of Alberta student loans.

*Users:* Students Finance Board staff.

*Legal authority:* Student Loan Act (SA 1994 cS-23.3).

---

### **Tips received from informants**

*Location:* Verification and Audit Branch.

*Information maintained:* Name, social insurance number, allegations of student assistance abuse.

*Individuals:* Students being assisted or applying for assistance.

*Use:* Source of information for audits and investigations.

*Users:* Branch staff.

*Legal authority:* Canada Student Financial Assistance Act (SC 1994 c-C28), Students Finance Act (RSA 1980 cS-24), Student Loan Act (SA 1994 cS-23.3).

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**Procedure manuals**

- Assessing Manual
- Canada Student Loan Administrative Manual
- Canada Student Loan Policy
- Client Services Orientation/Training Manual
- Educational Institution Guidelines Manual
- Guaranteed Loans Procedures Manual
- Guaranteed Student Loan Default Control Manual
- Lenders Guidelines Manual
- Processing Procedures Manual
- Verification and Audit Manual

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**AECD 17****STUDENTS FINANCE APPEAL COMMITTEES**

The appeal committees were established under the Students Finance Regulation and are appointed by the Minister to hear appeals of decisions of Students Finance Board officials related to the provision of student financial assistance. The committees are located in Edmonton and Calgary.

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**General classes or types of information**

*Records include information related to the nature of individual student appeals.*

- Minutes of meetings (decisions)

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**Personal information banks**

*None*

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**Procedure manuals**

*None*



## **HEAD**

President and Managing Director  
Bag 5000  
4910 - 52 Street  
Camrose, Alberta  
T4V 4E8  
Telephone: (403) 679-1302  
Fax: (403) 679-1308

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Bag 5000  
4910 - 52 Street  
Camrose, Alberta  
T4V 4E8  
Telephone: (403) 679-1375  
Fax: (403) 679-1254

Public reading areas for the review of manuals and other information are open 8:15 a.m. to 4:30 p.m., Monday to Friday, at 4910 - 52 Street, Camrose, Alberta and at 5718 - 56 Avenue, Lacombe.

The reading areas are wheelchair accessible.

General information number: (403) 679-1311

## **Mandate**

The Agriculture Financial Services Corporation (AFSC) was formed in 1993 through the statutory amalgamation of the Alberta Hail and Crop Insurance Corporation and the Alberta Agricultural Development Corporation. AFSC's mandate is to assist customers in agriculture and food industries to fulfill their business goals by offering unique financial services through lending, hail and crop insurance, and other compensation programs.

## **Organization**

The Corporation has two divisions: Farm Lending and Crop Insurance. The corporate head office and central office for the Farm Lending division is in Camrose. The central office for the Crop Insurance division is in Lacombe. The Corporation has regional and district offices throughout Alberta and is governed by a Board of not less than three and not more than twelve directors. The Agriculture Financial Services Corporation derives its authority from the Agriculture Financial Services Act, Statutes of Alberta, Chapter A-12.5.

## **CORPORATE MANAGEMENT**

Corporate Management provides executive support for the Agriculture Financial Services Corporation and is a liaison with the office of the Minister responsible for Agriculture, Food and Rural Development.

### **General classes or types of information**

*Executive corporate records that include Board of Directors' matters, executive correspondence, executive management's personal diaries and a schedule of approved fees chargeable to customers.*

### **Personal information banks**

#### **Board of directors**

*Location:* Corporate Management in Camrose.

*Information maintained:* Names, address, phone numbers, and facsimile numbers and résumés.

*Individuals:* Members of the AFSC Board of Directors.

*Use:* For reference and communication, and to provide the necessary information for registration of AFSC as an extra-provincial corporation in other provinces.

*Users:* Minister of Agriculture, Food and Rural Development, President and Managing Director.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

### **Procedure manuals**

- Lending Policies and Procedures Manual

## **FINANCE AND ADMINISTRATION**

Located in Lacombe, the Finance and Administration area plans, organizes and supervises the administrative services, corporate planning, financial requirements, human resources, legal counsel, and information services functions for the Corporation.

### **General classes or types of information**

*Records relate to standard administrative functions, unique accounting functions, and information about program delivery which impacts internal financial and resource (including Human Resources) functions.*

- Cost sharing agreements – Administration expenditures
- Disaster assistance
- District office numbering system
- Federal compliance audit
- Interest rates
- Loans – Loan disbursements
- Revenue Canada
- Revenue Protection Plan Fund Balance statistics
- Systems – Outsourcing



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**Personal information banks**

*None*

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**Procedure manuals**

- Authorities Manual used in decision making
- Corporate Procedures Manual

**AFSC 3**

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**HUMAN RESOURCES**

Located in Lacombe, Human Resources provides personnel related support services which are necessary to assist other branches in serving the financial needs of the agri-food sector in Alberta. Key responsibility areas of the branch are benefit administration, recruitment, classification, training, employee relations, performance appraisal, public relations, and contract negotiations and interpretation that are all unique to the Corporation.

---

**General classes or types of Information**

*Contains information on employee benefits, personal insurance and health care, salary grids and schedules, pension plans, labour relations (union), downsizing and redeployment.*

- Blue Cross correspondence
- Claims Review Committee
- Crouse Dorgan Consultants reports and studies
- North American Life Group Registered Retirement Savings Plan
- Royal Bank information for the payroll system
- Suggestion box program

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

- Great West Life Manual
- Prudential Manual

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**FARM LENDING DIVISION**

**AFSC 4**

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**FARM LENDING SERVICES**

This area provides overall supervision of farm lending programs and customer service throughout the province through the coordinated efforts of farm lending field offices and staff in AFSC's regional and district offices.

---

**General classes or types of Information**

*Contains information about lending programs, loan amendments and sundry lending matters.*

- Authorization for Beginning Farmer Incentive Payment
- Customer contact summaries
- Customer service information
- Direct loan arrears lists
- Farm loan programs
- Incomplete loan amendments
- Payment due list
- Personal schedule books
- Public relations information
- Receipt acknowledgement of payment
- Reports and statistics

---

**Personal information banks**

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**Customer contact/inquiry files**

*Location:* Farm Lending Services – Camrose head office and AFSC field offices in Alberta.

*Information maintained:* Name, address, phone number of person inquiring, reason for inquiry, action taken.

*Individuals:* Present customers, relatives of customers, proposed customers.

*Use:* Keep records of each inquiry for future use.

*Users:* Account Manager, Farm Lending Services; any other AFSC staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

**Customer files**

*Location:* Regional and district offices, head office.

*Information maintained:* Any information regarding individual loan files (correspondence, documents, name, address, telephone number, date of birth, marital status, family status, social insurance number, individual's health, including physical or mental health, sex, citizenship, educational and financial history, land owned or leased, livestock owned, machinery owned).

*Individuals:* Customers, spouses, co-borrowers, guarantors, persons with an interest in the particular loan, potential customers.

*Use:* Maintain current and future loan information, loan assessments, insurance inquiries; general staff inquiries.

*Users:* Corporation staff, agents, other lenders and Revenue Canada.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

**Land auction sales**

*Location:* Farm Lending Services in Camrose head office.

*Information maintained:* Land description, former borrower's file number with AFSC, former borrower's name, appraised value of the land, if purchaser local to area or not, purchaser's name and address.

*Individuals:* Former borrower; purchaser.

*Use:* Maintain record of AFSC land sold by auction.  
*Used for statistics.*

*Users:* Corporation staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### **Personal schedule book**

*Location:* Farm lending offices in Camrose and in the various field offices throughout Alberta.

*Information maintained:* Names, appointments, dates, meetings.

*Individuals:* AFSC customers, farm lending staff.

*Use:* Maintain diary of meetings and to do list.

*Users:* The AFSC employee who owns the personal schedule book and farm lending support staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

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### **Property files**

*Location:* Five regional offices throughout Alberta.

*Information maintained:* Tender lists (includes name and address of tenderer), purchasers' names and addresses, offers to purchase.

*Individuals:* Former borrower; purchaser.

*Use:* Maintain record of properties on hand and any transactions relating to the properties.

*Users:* Regional staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### **Procedure manuals**

- Lending Policy Manual
- Loans Officer Procedures Manual

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#### **AFSC 5**

### **COMMERCIAL FINANCIAL SERVICES**

Commercial Financial Services provides financial services to agri-business and food processors in Alberta.

---

### **General classes or types of Information**

*Contains information on the types of commercial lending programs available, agreements with other agencies, and policies for lending. The unit also maintains its own customer files.*

- Alberta Local Opportunity Bond Program
- Canada/Alberta Partnership on Agri-Food Program
- Commercial customer files
- Commercial reports and statistics
- Computer input information
- Farm Credit Corporation Agreement
- Forms for use in Commercial Lending
- General correspondence in customer files
- Personal schedule books

---

### **Personal information banks**

#### **Alberta Local Opportunity Bonds**

*Location:* Commercial Financial Services in Camrose.

*Information maintained:* Personal listing of investors (bond purchasers) by name, business and residential address, amount of investment, phone number, social insurance number, information regarding investment earnings (income).

*Individuals:* Investors (bond purchasers), Alberta residents and Alberta based companies.

*Use:* Maintain a register of bond holders for reference, and for accounting purposes.

*Users:* Staff of Commercial Financial Services and any AFSC lending staff involved with any customer files, Revenue Canada and project businesses.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

#### **Commercial customer information**

*Location:* Commercial Financial Services in Camrose.

*Information maintained:* Customer name, address, social insurance number, date of birth, telephone and fax numbers, and loan amounts; customer's financial statements.

*Individuals:* Customers, shareholders of customers, guarantors, individuals related to the loan, potential customers.

*Use:* Maintain correspondence, financial and legal documents for loans and financial assessments.

*Users:* Corporation staff, agents and other lenders.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### **Personal schedule book**

*Location:* Commercial Financial Services in Camrose.

*Information maintained:* Names, addresses.

*Individuals:* Customers, co-workers in Commercial Financial Services.

*Use:* Maintain diary of meetings and list of outstanding tasks.

*Users:* Employee who owns the personal schedule book and Commercial Financial Services support staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### **Procedure manuals**

- Alberta Local Opportunity Bonds Program Policy and Procedures Manual
- Canada/Alberta Partnership on Agri-Food Program Procedures and Policy Manual
- Commercial Financial Services Policy and Procedures Manual

## GUARANTEED LENDING

Guaranteed Lending is responsible for administering the Alberta Farm Development Loan (AFDL) Program and incentive programs.

### General classes or types of information

*Customer and loan information on AFDL and incentive programs.*

- Alberta Farm Development Loans (AFDL) Program
- Customer files
- Incentive Program guidelines
- Register of outstanding judgments of AFSC for guaranteed loans
- Reports

### Personal information banks

#### Customer files/index cards

*Location:* Guaranteed Lending in Camrose.

*Information maintained:* Name, address, social insurance number, occupation.

*Individuals:* Primary producers of agricultural products.  
*Use:* Follow-up for correspondence with customers and lenders.

*Users:* Corporation staff, collection agency.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

#### Loan reports from lenders (Form 510)

*Location:* Guaranteed Lending in Camrose.

*Information maintained:* Customer's name, address, social insurance number, general loan information, loan amount, date of loan, repayment period, rate charged, purpose of loan, list of property held as security and name of lender.

*Individuals:* Primary producers of agricultural products.

*Use:* Maintain a record of loans guaranteed by AFSC.

*Users:* AFSC staff: Supervisor, Guaranteed Lending; Senior Manager, Operations; any other Corporation staff involved with the unit.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

### Procedure manuals

- AFDL Agreement and Guidelines
- Procedure Manuals for Guaranteed Lending Staff

## LOAN ADMINISTRATION

Loan Administration administers accounts on which recommendations for collecting loan payments have been received and approved.

### General classes or types of information

*Statistics on security actions and property accounts involving AFSC customers.*

- Agriculture Financial Services Corporation's owned land
- Decision report
- Forms used for offers to purchase, leases, tender advertisements and specialized correspondence
- Offers database
- Oil and gas payment telephone inquiries
- Statistics and reports
- Summary of legal activities

### Personal information banks

#### Offers database

*Location:* Head office, Camrose.

*Information maintained:* Information on offers received on AFSC property accounts, includes customer name and account number, purchaser name and address, information on sale (i.e., sale and purchase prices, number of acres, legal description).

*Individuals:* Customers, purchasers.

*Use:* Statistics of land offers and sales of AFSC owned property.

*Users:* Corporation staff; Minister; auditors and agents of the Corporation.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

#### Oil and gas activity

*Location:* Loan Administration section in Camrose.

*Information maintained:* Information on telephone inquiries from oil and gas companies, including customer name and account number, legal description of land to which inquiry applies, oil company name, status of the AFSC customer account.

*Individuals:* Customer names, name of inquirer.

*Use:* Record calls about customers from oil and gas companies for staff productivity measurement and for reference in cases of dispute.

*Users:* Loan Administration staff; management.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

### Reconciliation – Properties for sale

*Location:* Loan Administration in Camrose.

*Information maintained:* Breakdown of property for sale trial balance, including customer names, account numbers, outstanding account balance, reserve amount.

*Individuals:* Customers.

*Use:* Prepare Reconciliation of Property for Sale Trial Balance for reporting purposes.

*Users:* Corporation staff, Minister of Agriculture, Food and Rural Development.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).



## Security actions database

*Location:* Head office, Camrose.

*Information maintained:* Information on security actions received and processed, including customer name.

*Individuals:* Customers.

*Use:* Statistical information.

*Users:* Corporation staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

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## Procedure manuals

- Loan Administration Procedures Manual

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### AFSC 8

## FARM FINANCIAL INQUIRIES AND LIFE INSURANCE FOR FARM LENDING

This area processes farm loan payments, handles farm financial inquiries and administers creditor group life insurance.

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### General classes or types of information

*Contains lending financial records that involve manual and computer processing. Creditor group life insurance information is centralized here.*

- Creditor Group Life Insurance information
- Direct loan and implementation guaranteed anomalies
- Disaster Loans Interest to Commence Daily Report
- Enhanced Beginning Farmer Loans Daily Report
- Information on loans having an indexed deferred amount
- Inventory of interim receipt books
- Loans which may require an Interest Adjustment Daily Report
- Monthly Milk Assignment Listing
- Periodic financial information
- Petty cash vouchers
- Prepaid balance greater than a yearly payment
- Weekly Postdated Cheque List
- Weekly Report of Customers who have Life Insurance
- Write off Reject List DailyReport

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## Personal information banks

### Write offs

*Location:* Loan inquiries and life insurance area for farm lending in Camrose.

*Information maintained:* All loans written off by AFSC, including customer name, address, social insurance number, financial information.

*Individuals:* Customers.

*Use:* Report monthly and quarterly to the Controller and President of AFSC; also to gather information for Revenue Canada.

*Users:* Inquiries analyst and supervisor of the area.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

## Procedure manuals

- Creditor Group Life Insurance Procedure Manual

---

### AFSC 9

## FARM LENDING PROPERTY INSURANCE

The Property Insurance unit ensures that property taken as security for loans is properly insured.

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### General classes or types of information

*Contains customer insurance policies and other related matters.*

- Customer insurance log book
- Property Insurance Database Filing System (PIFS)
- Property Insurance Database System (PINS)
- Property insurance files

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## Personal information banks

### Customer files

*Location:* Property Insurance in Camrose.

*Information maintained:* Name, address, telephone number, loan number, list of customers' property being insured.

*Individuals:* Customers who carry property insurance required for AFSC loans.

*Use:* Maintain a record to show property insurance being maintained.

*Users:* Corporation staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### Property Insurance Database Filing System (PIFS)

*Location:* Property Insurance in Camrose.

*Information maintained:* Customer name, address, policy number, insurance broker's name.

*Individuals:* Customers who carry property insurance for AFSC loans.

*Use:* Monitor insurance policies.

*Users:* Corporation staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### Property Insurance Database System (PINS)

*Location:* Property Insurance in Camrose.

*Information maintained:* Customer name, address, legal location of buildings, loan number, occupancy of insured property.

*Individuals:* Customers who fail to carry property insurance for properties mortgaged to AFSC and for properties vesting in AFSC after a loan default.



*Use:* Protect AFSC's interest in case of an insured loss.

*Users:* Corporation staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

---

### Procedure manuals

- Property Insurance Policies and Procedures Manual
- Property Insurance System Procedure Manual
- Risk Management and Insurance Manual

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## AFSC 10

### SUPPORT SERVICES

Support Services is responsible for recording loan information into the AFSC computer system called the Financial and Management Information System (FAMIS) and handles loan disbursements, security verification, and discharging of paid loans.

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#### General classes or types of information

*Contains information on customers obtaining an AFSC loan. Data includes personal information and loan information.*

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#### Personal information banks

##### Chattels security records

*Location:* Support Services, Camrose.

*Information maintained:* Customer loan number, name, address.

*Individuals:* Customers and third parties providing chattel security for AFSC loans.

*Use:* Maintain information of chattel security for reference and for registration of renewal at Personal Property Registry.

*Users:* Support Services staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

##### Interest benefits option (Paradox – database)

*Location:* Support Services, Camrose.

*Information maintained:* Customer's name, address, social insurance number, telephone number, file number, amount of benefits due to customer and customer related AFSC loans.

*Individuals:* Customers who qualify for the Interest Benefits Option under the Southeastern Alberta Disaster Assistance Program.

*Use:* Maintain record of customers with Interest Benefit loans being disbursed, record disbursements and produce information for disbursement of cheques.

*Users:* Support Services staff.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

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#### Procedure manuals

- Procedures for Disbursements

## CROP INSURANCE DIVISION

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## AFSC 11

### HAIL AND CROP INSURANCE

Through its main office in Lacombe, the hail and crop insurance section of AFSC administers farm insurance programs, including the Revenue Protection Program and the Gross Revenue Income Protection Program for Alberta farmers. It also reviews and recommends changes to existing programs and distributes information about its programs to customers.

---

#### General classes or types of information

*Includes information brochures on programs, contracts for the various insurance programs offered, and historical information on indemnities paid.*

- Crop Insurance Program
- Gross Revenue Income Protection Program
- Hail information
- Statistics
- Wildlife and Waterfowl Crop Damage Program

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#### Personal information banks

*None*

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#### Procedure manuals

- Appeal Procedures
- Beekeeping Manual
- Crop Insurance Adjuster Manual
- Crop Processing Manual
- Forage Insurance Program Operations Manual
- Forage Procedures and Policies
- Hail Agents Manual
- Hail Insurance Manual
- Hay Insurance Program Loss Adjustment Procedures
- Pasture Insurance Program Loss Adjustment Procedures
- Post Harvest Claims Information (Processing Manual)
- Production Claims Information
- Report of Seeded Crops and Statement of Coverage Manual

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## AFSC 12

### INSURANCE DIVISION – ADMINISTRATIVE SERVICES

This area provides administrative services to AFSC staff such as filing, microfilming, reception, mail services, central stores, purchasing, facility management, fleet management, and information management.

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#### General classes or types of information

*Contains information on support services procedures, vendors of products or services, Corporation purchases, space and accommodation planning, customer files,*

*meeting minutes, semi-active and inactive records originating in other departments, product information, vehicle records, budgets, and insurance forms master files.*

- Customer case files
- Insurance forms master files

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## **Personal information banks**

### **Customer accounts**

*Location:* Hail and Crop Insurance Division in Lacombe.

*Information maintained:* Name, address, phone number, social insurance number, contract number, business associate, associated contract number, financial information regarding premiums, coverage, indemnities paid, ownership of land and equipment, Canadian Wheat Board permit book number, acres grown, agent's and adjuster's evaluation and comments, crop yields.

*Individuals:* Applicants for crop insurance, Gross Revenue Income Protection program, and Wildlife Support Program.

*Use:* Decide on current coverage; pay claims and audit.

*Users:* District and Regional office staff, claims processing department, rural services department, research and development area, and Special Investigations; selected information to agents, adjusters, corporation members.

*Legal authority:* Agriculture Financial Services Act (SA 1993, cA-12.5).

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### **Procedure manuals**

*None*

**HEAD**

Minister of Agriculture, Food and Rural Development  
208 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2137  
Fax: (403) 422-6035

**ACCESS**

Freedom of Information and Privacy Coordinator  
100A J.G. O'Donoghue Building  
7000 - 113 Street  
Edmonton, Alberta  
T6H 5T6  
Telephone: (403) 427-2127  
Fax: (403) 427-2861

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Room 101, J.G. O'Donoghue Building, 7000 - 113 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2727  
Call toll-free by calling your local Alberta government RITE operator.

**Mandate**

The department's mandate is to ensure the existence of policies and services which support the sustainable growth and development of a market-driven agriculture and food industry in Alberta. The province shares responsibility for agricultural legislation, regulation and programs with the federal government.

The department provides services that increase the long-term profitability of the industry and assists processors and primary producers in dealing with economic and environmental changes:

- *advisory services are available in over fifty offices throughout the province;*
- *farm management and skills training programs are delivered;*
- *farm safety is promoted;*
- *research projects on production problems are conducted and supported;*
- *health and safety standards are developed and enforced through licensing and certification programs; and*
- *assistance is made available for product and market development.*

Programs and services are provided to foster self-reliant industry organizations and ensure the existence of appropriate private and government support systems:

- *trade policy issues are researched, analyzed and presented at national and international levels;*
- *Agricultural Service Boards and Agricultural Societies are supported in projects that promote sustainable rural development;*
- *Agriculture in the Classroom is an example of projects aimed at increasing public awareness of the agriculture industry; and*
- *privatization of services and projects is encouraged.*

The department focuses on research, equipment development and management practices that will ensure the productivity and sustainability of Alberta's land base:

- *the Canada/Alberta Environmentally Sustainable Agriculture (CAESA) Agreement is a jointly-funded project to develop and promote improved resource and waste management practices on farms and in food processing facilities;*
- *soil and water conservation are enhanced through the distribution of shelterbelt trees and the support of irrigation rehabilitation projects; and*
- *responsible management of public land in the settled (White) area of the province is ensured by monitoring and controlling 36,000 land use contracts for grazing, recreation and resource development.*

**Organization**

Three sectors, three divisions and Internal Audit report to the Deputy Minister. The sectors are: Production and Marketing; Planning and Development; and Field Services. The divisions reporting to the Deputy Minister are: Communications; Administration; and Research. There are nine affiliated public bodies in the ministry. Six of these (Agricultural Products Marketing Council, Alberta Agricultural Research Institute, Alberta Dairy Control Board, Alberta Grain Commission, Farmers' Advocate, and Irrigation Council) are listed below. The remaining three affiliated bodies (Agricultural Financial Services Corporation, Land Compensation Board, and Surface Rights Board) are listed as separate public bodies in this directory.

The Field Services Sector has headquarters in Edmonton but delivers services in more than fifty regional, district and field offices across the province. Offices outside Edmonton that report to the Minister are the Irrigation Council in Lethbridge and the Alberta Dairy Control Board in Wetaskiwin. Other offices and service centres outside Edmonton are listed in the RITE telephone directory.

**AFRD 1****PRODUCTION AND MARKETING SECTOR**

The Production and Marketing Sector includes four divisions: Marketing Services; Animal Industry; Plant Industry; and Processing Services. The sector is



responsible for the development of policies and implementation of programs that foster a competitive and sustainable market-driven agriculture and food industry. It includes Animal Health Laboratories in Airdrie, Fairview and Lethbridge; Crop Diversification Centre North outside Edmonton; Crop Diversification Centre South in Brooks; Field Crop Development Centre in Lacombe; and the Food Processing Development Centre in Leduc. Livestock and meat inspectors are located throughout the province.

### General classes or types of information

*Records include the proceedings of committees, industry organizations, and intergovernmental programs; results of safety and quality tests on agricultural products; registration, licensing, bonding and inspection applications and approvals; assistance programs to producers and processors; and programs to monitor and control pests and other hazards to agriculture.*

- Agri-Food and Processing Development Assistance Program
- Agri-Food Safety Committee
- Alberta/Canada Barley Development Agreement
- Alberta Food Marketing Advisory Committee
- Alberta Greenhouse Industry Program
- Alberta Mastitis Committee
- Animal Health diagnostic reports
- Applications for financial assistance
- Bacterial Ring Rot (BRR) Program
- Brooks Pheasant Hatchery
- Canada/Alberta Environmentally Sustainable Agriculture (CAESA) Agreement
- Canada/Alberta Subsidiary Agreement on Agricultural Processing and Marketing Program (APMA)
- Canada/Alberta Subsidiary Agreement on Nutritive Processing Assistance II (NPA II)
- Coyote Control Program
- Dairy Manufacturing Plant Licensing Advisory Board
- Federal/Provincial Market Development Council
- Feeder associations general information
- Hazard Analysis Critical Point System (HACCP)
- Health and Safety Committee
- Horse Improvement Program
- Industry associations
- Livestock Predator Compensation Committee proceedings
- Livestock Services Advisory Committee
- Meat Inspection Advisory Committee
- Milk Testing Advisory Committee
- North American Free Trade Agreement (NAFTA)
- Plant Industry Advisory Committee
- Product analysis results
- Production Animal Medicine Advisory Committee
- Provincial Inter-agency Committee
- Provincial red meat and poultry slaughter plant inspection reports

- Provincially licensed livestock medicine (veterinary drugs)
- Rat Control Program
- Research contracts
- Sheep Record of Performance (ROP) Advisory Committee
- Skunk Depopulation Program
- Stray animal reports
- Sulfa-On-Site (SOS) hog carcass testing
- Summer Veterinary Work Experience Program
- Swine Herd Health Advisory Committee
- Swine Improvement Advisory Committee
- Western Livestock Inspection Committee

### Personal information banks

#### Alberta Grasshopper Assistance Program (1985-1987)

*Location:* Plant Industry Division.

*Information maintained:* Name, address, telephone and fax number and legal land description of the applicant; receipts for purchases of grasshopper control chemicals.

*Individuals:* Farmers who applied for a grant to offset the cost of chemicals to control grasshoppers.

*Use:* Calculate the amount of assistance granted to the applicant.

*Users:* Plant Industry staff.

*Legal authority:* Weed Control Act (RSA 1980) and Agricultural Pest Act (SA 1984).

#### Animal Health Information Systems (AHIS) clients

*Location:* Animal Health Laboratories Branch.

*Information maintained:* Name, address, telephone and fax number, farm name, professional title, name of clinic used by client, number of animals on farm, animal disease diagnoses.

*Individuals:* Farmers, veterinarians and others who submit animals for testing.

*Use:* Diagnose animal diseases, maintain billing information for diagnostic services rendered and generate statistics on animal disease prevalences.

*Users:* Staff of Animal Industry Division and Administration Division of Agriculture, Food and Rural Development.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

#### Animal Health Laboratories diagnostic test reports (LABBASE)

*Location:* Animal Health Laboratories Branch.

*Information maintained:* Name, address, telephone and fax numbers, farm name, tissues or animals submitted, diagnostic tests performed, diagnostic results.

*Individuals:* Farmers whose submissions to the Animal Health Laboratories Branch have required lab tests.

*Use:* Monitor livestock health by carrying out and reporting results of bacteriology, virology and toxicology tests.



*Users:* Laboratory staff of the Animal Health Laboratories Branch.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### **Artificial insemination (AI) technicians and semen processing technicians**

*Location:* Animal Industry Division.

*Information maintained:* Name, address, telephone number, type of licence, species (cattle, swine, goats) to which the licence applies, employer, education, experience, references, status of licence, correspondence.

*Individuals:* Individuals who apply for either an artificial insemination licence or a semen processing licence.

*Use:* Enforce compliance with the requirements of the Artificial Insemination of Domestic Animals Act.

*Users:* Limited division staff.

*Legal authority:* Artificial Insemination of Domestic Animals Act (RSA 1968 cA-45).

---

### **Beekeeper registrations**

*Location:* Crop Diversification Centre, North.

*Information maintained:* Name, address and location of beekeepers, location of bee yards and size of operation in Alberta.

*Individuals:* All persons who own bees or operate beekeeping equipment in Alberta.

*Use:* Maintain record of annual registrations.

*Users:* Crop Diversification Centre staff.

*Legal authority:* Bee Act (RSA 1980 cB-2); Beekeeper Registration Regulations.

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### **Brand inspections (sellers of livestock)**

*Location:* Livestock Marketing Services.

*Information maintained:* Name, address, number of animals sold, description of each animal including brand.

*Individuals:* Livestock producers, dealers.

*Use:* Track missing or stolen livestock.

*Users:* Branch staff, RCMP, some government agencies, individuals for their own records.

*Legal authority:* Livestock Identification and Branch Inspection Act (SA cL-22.5 consolidated 1989) and regulations under the act.

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### **Brand registrations**

*Location:* Livestock Marketing Services.

*Information maintained:* Name; address; legal land description; phone number; signing officers of company or executors if estate; description of brand allotted; file number; dates brand was issued, renewed, transferred or cancelled; amount of money received and receipt number.

*Individuals:* Farmers, packers, feeder associations and interested individuals.

---

*Use:* Record registered brand owners in Alberta.

*Users:* Branch staff, RCMP, general public.

*Legal authority:* Brand Act (RSA 1980 cB-11); Livestock Identification and Brand Inspection Act (SA cL-22.5 consolidated 1989).

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### **Bulk tank milk system testing clients**

*Location:* Animal Health Laboratories Branch.

*Information maintained:* Name, address, telephone and fax number, farm name, Central Milk Testing Number, Dairy Herd Improvement Number, a measure of milk quality (somatic cell count, SCC).

*Individuals:* Farmers who have had their bulk milk tanks tested for mastitis.

*Use:* Monitor milk quality.

*Users:* Bacteriology staff of the Animal Health Laboratories Branch.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### **Elk, deer and moose - Registrations of domesticated animals**

*Location:* Sheep and Diversified Livestock Branch.

*Information maintained:* Game farmer's licence number, animal registration number, farm location, pedigree information, source of the animal and date of arrival (purchase or birth).

*Individuals:* Licensed game farmers.

*Use:* Track animals and enforce the Livestock Industry Diversification Act.

*Users:* Limited branch staff.

*Legal authority:* Livestock Industry Diversification Act (SA 1990 cL-22.7 with amendments in force as of January 1, 1992 not including unproclaimed amendments and regulations pursuant to the Livestock Industry Diversification Act consolidated November 17, 1994).

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### **Feeder association members**

*Location:* Pork, Poultry and Horse Branch.

*Information maintained:* Agreements members have with associations for livestock purchases.

*Individuals:* Members of Alberta Feeder Associations.

*Use:* Monitor lending activity of associations.

*Users:* Provincial feeder association supervisor.

*Legal authority:* Feeder Associations Guarantee Act (RSA 1980 cF-8) and AR 301/87.

---

### **Fur farm licence holders**

*Location:* Sheep and Diversified Livestock Branch.

*Information maintained:* Name, address, telephone number, legal land description, and licence number of the licensed fur farmer; record of fee payment; inventory of animals and species of animals; and photo of the production unit.

*Individuals:* Licensed fur farmers.

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*Use:* Control ownership and care of fur-bearing animals.

*Users:* Limited branch staff.

*Legal authority:* Fur Farm Act (RSA 1980 cF-23 with amendments in force as of April 1, 1987), AR 12/88.

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### **Game farm licences**

*Location:* Sheep and Diversified Livestock Branch.

*Information maintained:* Name, address, telephone number, legal land description, species of animal licensed (elk, deer, or moose), fee status, inventory of animals.

*Individuals:* Licensed game farmers.

*Use:* Enforce the Livestock Industry Diversification Act.

*Users:* Limited branch staff.

*Legal authority:* Livestock Industry Diversification Act (SA 1990 cL-22.7 with amendments in force as of January 1, 1992 not including unproclaimed amendments and regulations pursuant to the Livestock Industry Diversification Act consolidated November 17, 1994).

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### **Livestock dealer registrations**

*Location:* Livestock Marketing Services.

*Information maintained:* Name of dealer, agents for each dealer, amount and type of security.

*Individuals:* Anyone requiring to be a livestock dealer.

*Use:* Maintain a list of licensed dealers in the Province of Alberta.

*Users:* Auction marts, producers, feedlot operators.

*Legal authority:* Livestock and Livestock Products Act (RSA 1980 cL-24); Licensing and Bonding of Livestock Dealers and Livestock Dealers Agents Regulation (AR 495/87).

---

### **Livestock Predator Compensation Program and Bears in Bee Yard Program - Claimants (programs ended in 1994)**

*Location:* Beef and Dairy Branch.

*Information maintained:* Farmer's name, address, telephone number, livestock lost, investigation statement.

*Individuals:* Farmers who applied for compensation for livestock losses due to wild predators.

*Use:* Document claims of predator damage.

*Users:* Program administrator, field investigators, and Livestock Predator Compensation Committee members.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Meat inspectors**

*Location:* Livestock Marketing Services.

*Information maintained:* Name, address, date of birth, social insurance number, proof of graduation from veterinary college.

*Individuals:* Veterinarians.

*Use:* Maintain records of services to private veterinarians.

*Users:* Livestock Marketing Services staff.

*Legal authority:* Meat Inspection Act (RSA 1980 cM-10) and (AR 51/73 with amendments up to and including AR 118/90).

---

### **Poultry Health Program client records**

*Location:* Pork, Poultry and Horse Branch.

*Information maintained:* Name, address, poultry flock statistics.

*Individuals:* Poultry breeders and hatcheries.

*Use:* Monitor poultry disease.

*Users:* Poultry industry.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Poultry industry licence holders**

*Location:* Pork, Poultry and Horse Branch.

*Information maintained:* Name, address, poultry flock records.

*Individuals:* Producers, hatcheries, cooperatives, companies.

*Use:* Issue licences to deal in poultry products.

*Users:* Poultry section staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Shelterbelt and field windbreak clients**

*Location:* Crop Diversification Centre, North.

*Information maintained:* Applications, payments and shipping data for tree applications. Name, address, telephone number, legal land description, purchases, invoices, and correspondence.

*Individuals:* Rural Albertans who apply for trees.

*Use:* Process applications and payments for plant material.

*Users:* Crop Diversification Centre staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Soil and feed analysis clients**

*Location:* Soil and Crop Diagnostic Centre.

*Information maintained:* Name, address, telephone number, legal land description, location of livestock, soil and feed analysis reports.

*Individuals:* Producers, associations and fertilizer dealers who request soil or feed analysis.

*Use:* Maintain records of soil/crop analysis.

*Users:* Clients, department staff, dealers use the information to determine fertilizer/amendment/supplement requirements.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Swine Herd Health Program (1964-1994)**

*Location:* Pork, Poultry and Horse Branch.

*Information maintained:* Name, address, telephone number, legal land description, producer's veterinarian, laboratory test results, biosecurity score (measure of the risk of contracting diseases not present in the herd).

*Individuals:* Hog producers who registered and paid the annual fee.

*Use:* Monitor disease and inform registrants of risk level.

*Users:* Enrolled individuals.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Swine Improvement Program participants**

*Location:* Pork, Poultry and Horse Branch.

*Information maintained:* Name, address, swine herd records.

*Individuals:* Swine breeding stock producers.

*Use:* Test breeding stock for commercial hog industry in Alberta.

*Users:* Hog industry in Alberta.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### **Velvet antler tag inventory**

*Location:* Sheep and Diversified Livestock Branch.

*Information maintained:* Licensed game farmer's name, tag number, game farm licence number, year tag issued, registration number of the animal tagged, velvet antler weight and date harvested (removed).

*Individuals:* Licensed game farmers.

*Use:* Control the movement of velvet antler.

*Users:* Limited branch staff.

*Legal authority:* Livestock Industry Diversification Act (SA 1990 cL-22.7 with amendments in force as of January 1, 1992 not including unproclaimed amendments and regulations pursuant to Livestock Industry Diversification Act consolidated November 17, 1994).

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### **Procedure manuals**

- Abattoir Manual (slaughterhouse procedures)
- Feeder Association Procedures Manual
- Horse Improvement Program – Rules and Regulations

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## **AFRD 2**

### **PLANNING AND DEVELOPMENT SECTOR**

The Planning and Development Sector provides planning, economic, statistical and analytical assistance and encourages long-term conservation and good management of the agricultural land base and water resources. This sector is made up of four divisions and the Irrigation Secretariat. The records of the Irrigation

Secretariat are listed under the Irrigation Council. The four divisions are the Policy Secretariat, Economic Services, Central Program Support, and Irrigation and Resource Management, which all operate out of Edmonton. The Farm Business Management Branch operates out of Olds. The Irrigation Secretariat, Irrigation Branch and the Land Evaluation and Reclamation Branch operate out of Lethbridge.

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### **General classes or types of information**

*Records include the proceedings of committees and meetings with industry and other governments; studies, statistics and background information about trade issues and agreements, environmental issues, soil and water use, economic issues and business management; and department policies and programs.*

- Agriculture and Food Council proceedings
- Alberta Crow Benefit Offset Program Review Committee proceedings
- Atmospheric quality (greenhouse gases)
- Biodiversity
- Contracts for ethanol production plants
- Economic studies and models
- Farm-level statistics
- Federal/provincial agreements on soil conservation and environmentally sustainable agriculture – CASCI (Canada/Alberta Soil Conservation Initiative); CAESA (Canada/Alberta Environmentally Sustainable Agriculture); CARTT (Canada/Alberta Research and Technology Transfer)
- Habitat and wetland protection
- Irrigation and water management
- Land use conflicts
- Land use studies
- Planning environmental legislation and regulations
- Provincial funding programs for irrigation rehabilitation and development – IREP (Irrigation Rehabilitation and Expansion Program); APIDA (Alberta Private Irrigation Development Assistance)
- Soil conservation
- Trade agreements
- Trade issues
- Water quality
- Weather and climate changes information

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### **Personal information banks**

#### **Agricultural surveys mailing lists**

*Location:* Market Analysis and Statistics Branch.

*Information maintained:* Name, address, telephone number for producers of vegetables, potatoes, cattle-on-feed, honey, sheep, forage feed, and speciality crops.

*Individuals:* Producers and producer groups that are willing to respond to our surveys.

*Use:* Collect statistical data and information as a basis for market information and market outlook for clients, media and the general public.



*Users:* Market Analysis and Statistics Branch staff.

*Legal authority:* Government Organization Act (SA 1995 cG-8.5 s8).

---

### **Agriculture Work Experience Program registrants**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, social insurance number, résumé, commencement package and timesheets.

*Individuals:* Students of university agriculture programs.

*Use:* Calculate the payment to the registrant.

*Users:* Program staff, registrant, Alberta Advanced Education and Career Development, Alberta Treasury, and Revenue Canada.

*Legal authority:* Student and Temporary Employment Programs Act (Statute of Canada).

---

### **Alberta Beekeeper Disaster Assistance Program registrants (1988)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, honey inventory, honey sales receipts, legal land description and correspondence.

*Individuals:* Honey producers who registered in the Alberta Beekeeper Disaster Assistance Program.

*Use:* Calculate benefits paid to the registrant.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; and Alberta Treasury.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Alberta Bipartite Purchased Feeder Lamb Stabilization Program registrants (1991-1994)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, lamb sales receipts, and correspondence.

*Individuals:* Livestock producers who purchased feeder lambs.

*Use:* Calculate the benefits paid and premiums owing.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; and registrant.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Alberta Bipartite White Veal Program registrants (1981-1993)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, white veal sales receipts, and correspondence.

*Individuals:* Producers of white veal who registered in the Alberta Bipartite White Veal Program.

*Use:* Calculate benefits paid and premiums owing.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; and Alberta Justice.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Alberta Crow Benefit Offset Program (ACBOP) certificate users (1985-1994)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number and registration number of both the grain seller and the grain purchaser; certificate number; details of grain sales transactions.

*Individuals:* Feed grain merchants and feed grain users who bought or sold grain.

*Use:* Verify the benefits to feed grain users.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; Alberta Justice; and Crown Debt.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Alberta Crow Benefit Offset Program (ACBOP) feed grain merchants (1985-1994)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, inspection reports, documentation of grain transactions and correspondence.

*Individuals:* Feed grain merchants registered in the program.

*Use:* Track the purchases and sales of feed grain.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; Alberta Justice; and Crown Debt.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

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### **Alberta Crow Benefit Offset Program (ACBOP) feed grain users (1985-1994)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, legal land description, registration number, inspection reports, documentation of grain usage and correspondence.

*Individuals:* Livestock producers who fed grain to livestock.

*Use:* Calculate the benefits paid to feed users.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; Alberta Justice; and Crown Debt.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).



### **Alberta Farm Credit Stability Program registrants**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, social insurance number, registration number, amount borrowed, security listings, name of the financial institution carrying the loan, and legal land description.

*Individuals:* Alberta farmers requesting a government loan guarantee.

*Use:* Verify security of the government guarantees on loans.

*Users:* Program staff, registrant, Alberta Treasury, Alberta Justice, registrant's bank or lending institution, and Agriculture Financial Services Corporation.

*Legal authority:* Farm Credit Stability Fund Act (SA 1986 c.F 2.5).

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### **Alberta Farm Fertilizer Price Protection Program registrants (1984-1991)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, legal land description, fertilizer invoices, and correspondence.

*Individuals:* Farmers who purchased fertilizer between 1984-1991.

*Use:* Calculate benefits paid to registrant.

*Users:* Program staff, registrant, Alberta Treasury, and Alberta Justice.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

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### **Alberta Farm Fuel Benefits Program registrants**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, legal land description, registration number, Motor Vehicle Identification Number, farm commodities produced, name of registrant's fuel supplier, and correspondence.

*Individuals:* Farmers qualifying under the program for reduced fuel prices.

*Use:* Determine if registrant qualifies for benefits.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; and Alberta Treasury.

*Legal authority:* Fuel Tax Act, AR 388/87.

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### **Alberta Private Irrigation Development Assistance (APIIDA) Program applications**

*Location:* Irrigation Branch.

*Information maintained:* Name, address, telephone number, grant application, claim forms, irrigation water diversion and water conveyance system plans, expense receipts, taxation assignment forms, unique eligibility directives.

*Individuals:* Individuals and groups of bona fide Alberta farmers who apply for the APIIDA Program.

*Use:* Determine eligibility for grant payments.

*Users:* Branch staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

---

### **Alberta Sugar Price Reduction Program registrants (1989-1992)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, legal land description, receipts for sugar purchased, and correspondence.

*Individuals:* Beekeepers who used sugar to overwinter bees.

*Use:* Calculate benefit paid to the registrant.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; and Alberta Treasury.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

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### **Canada/Alberta Farm Business Management Initiative (FBMI) program participants**

*Location:* Farm Business Management Branch.

*Information maintained:* Participant's name, address, telephone number, participant's business name, declaration of management and/or operation of a farm. The information is stored electronically and on paper.

*Individuals:* Persons who have participated in program activities supported by FBMI funds. Any person providing Farm Business Management Training supported by FBMI funds.

*Use:* Provide statistical information for program evaluation.

*Users:* Canada/Alberta FBMI evaluation consultants, Agriculture and Agri-food Canada, Farm Business Management Branch, agency and/or course provider involved in FBMI course delivery.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### **Cost of production survey participants**

*Location:* Production Economics Branch.

*Information maintained:* Name, address, telephone number, age, years of experience, legal land description, detailed financial information on costs and returns of production unit (farm).

*Individuals:* Alberta agricultural producers engaged in crop, livestock, dairy, poultry, specialty crop, horticultural, and honey production.

*Use:* Generate Cost and Return Reports for individual participants. Group averages are generated and published.

*Users:* Production Economics Branch staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

### **Farm Business Management Information network users**

*Location:* Farm Business Management Branch.

*Information maintained:* Name, telephone number, address and system-specific information (user profiles) of callers to the Farm Business Management Information network (FBMInet).

*Individuals:* Clients who call.

*Use:* Maintain record of user preferences for using electronic bulletin board system. Occasional use as a source of names for further surveys.

*Users:* FBMInet system operators; Alberta Agriculture, Food and Rural Development staff; Electronic Highway Steering Committee.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s12).

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### **Farm Income Assistance Program (FIAP) registrants (1990)**

*Location:* Central Program Support.

*Information maintained:* Name, address, telephone number, legal land description, crops seeded, number of acres seeded, registration number, and correspondence.

*Individuals:* Producers who had seeded acres in 1989.

*Use:* Calculate the benefits paid to registrants.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; federal government; Alberta Justice; and Crown Debt.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s13).

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### **Farm Tax Update for Professionals course registrants**

*Location:* Farm Business Management Branch.

*Information maintained:* Name, address, telephone number, occupation of participant attending the Farm Tax Update for Professionals courses offered each year by the Farm Business Management Branch.

*Individuals:* Chartered accountants, certified general accountants, certified management accountants, lawyers, and other interested professionals.

*Use:* Maintain a mailing list and contacts for the exchange of expertise.

*Users:* Alberta Agriculture, Food and Rural Development staff; limited public access.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### **National Tripartite Stabilization Programs (NTSP) for honey, sugar beet and dry edible bean producers**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, registration number, legal land description, commodity sales receipts, and correspondence.

*Individuals:* Honey, sugar beet and dry edible bean producers.

*Use:* Calculate benefits paid to the registrant and premiums owing.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; federal government; other provincial governments; and Alberta Justice. Program is being phased out.

*Legal authority:* Farm Income Protection Act (Statutes of Canada 1981 c22); Government Organization Act (SA 1994 cG-8.5 s13); National Tripartite Price Protection Plan for Sugar Beets; National Tripartite Price Stabilization Plan for White Pea Beans and other Dry Edible Beans; National Tripartite Price Stabilization Plan for Honey.

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### **National Tripartite Stabilization Programs (NTSP) for livestock producers (1986-1994)**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, legal land description, registration number, livestock sales receipts and correspondence.

*Individuals:* Cow/calf producers, feeder/slaughter producers, hog producers, lamb producers.

*Use:* Calculate benefits paid to the registrant and premiums paid by the registrant.

*Users:* Program staff; other Alberta Agriculture, Food and Rural Development staff; registrant; federal government; other provincial governments; and Alberta Justice.

*Legal authority:* Farm Income Protection Act (Statutes of Canada 1981 c22); Government Organization Act (SA 1994 cG-8.5 s13); National Transition Scheme for Feeder Calves, Feeder Cattle and Slaughter Cattle; National Tripartite Price Stabilization Scheme for Feeder Calves, Feeder Cattle and Slaughter Cattle (Amending Agreement No. 3); National Tripartite Price Stabilization Scheme for Feeder Calves, Feeder Cattle and Slaughter Cattle (Amending Agreement No. 2); National Tripartite Price Stabilization Program for Feeder Calves, Feeder Cattle and Slaughter Cattle; National Tripartite Price Stabilization Scheme for Hogs (Amending Agreement No. 3); National Tripartite Price Stabilization Scheme for Hogs (Amending Agreement No. 2); National Tripartite Price Stabilization Scheme for Hogs; National Tripartite Price Stabilization Scheme for Lambs (Amending Agreement No. 2); National Tripartite Price Stabilization Scheme for Lambs.

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### **Social insurance numbers for program participants**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, social insurance number, Alberta Crow Benefit Offset Program (ACBOP) registration number.

*Individuals:* Feed grain users and producers who received payments under ACBOP.



*Use:* Provide social insurance numbers to Alberta Treasury to produce T-slips for payments from Alberta Agriculture, Food and Rural Development.

*Users:* Restricted program staff, Administration Division staff, and Alberta Treasury.

*Legal authority:* Income Tax Act and Income Tax Act Regulations (Statutes of Canada).

### **Summer Farm Employment Program registrants**

*Location:* Program Delivery Branch.

*Information maintained:* Name, address, telephone number, social insurance number of both employer and employee; employer's legal land description; wage; timesheets; and T-4 form.

*Individuals:* Alberta youth 15-24 years of age who are legally entitled to work in Canada.

*Use:* Calculate the benefits paid to the registrant.

*Users:* Program staff, Alberta Treasury, Alberta Advanced Education and Career Development, Workers' Compensation Board, and Revenue Canada.

*Legal authority:* Student and Temporary Employment Act (Statutes of Canada).

### **Procedure manuals**

- Alberta Crow Benefit Offset Program manuals
- Alberta Farm Credit Stability Program Inspections/Procedures and Program Manual
- Channel System Design Manual for irrigation systems in southern Alberta
- Engineering Standards for Design and Construction of Irrigation Projects contracted under the Irrigation Rehabilitation and Expansion Program (IREP)
- National Tripartite Stabilization Program manuals
- Policy principles and components of the federal/provincial agreement to operate the Canada/Alberta Farm Business Management Initiative program
- Procedures Manual for Land Classification for Irrigation in Alberta (1992)
- Rulings Register for Alberta Farm Fuel Benefit Program
- Standards for the Classification of Land for Irrigation in the Province of Alberta (1990)

### **AFRD 3**

### **FIELD SERVICES SECTOR**

The Field Services Sector is responsible for the development of policies, programs and operations through the development and provision of information, technology transfer, skill development and integrated public land management services. The sector includes the Rural Development Division and five Regions. Services and information are provided through a network of district offices across the province plus a head office in Edmonton and through partnerships

with agri-business, farm groups and rural municipal governments. Offices can be contacted by calling the local RITE operator and asking for the location you want to contact.

### **General classes or types of information**

*Records include reference material on all aspects of agriculture, food, education and training programs; the registry of public land use (grazing leases, licensed occupation, mineral surface leases); and land use contracts. Information about public lands is shared with the Department of Environmental Protection.*

- 4-H projects, awards, programs, resources
- Abandoned railways – Gifting agreements, sales, reclamation
- Access and trespass on public lands
- Acquisition and purchases of public lands
- Agricultural Development Committees
- Agricultural Education Advisory Committee
- Agricultural Initiatives Program
- Agricultural Service Board Program
- Agricultural Societies Program
- Agriculture in the Classroom Program – Resources, projects, curriculum
- Appraisals for land value and sales
- Boundary adjustments for Green (unsettled) and White (settled) Areas – Ministerial orders
- Dispositions – Referral processes, agricultural, industrial
- Exploration – Geophysical, seismic programs, complaint files, compensation
- Farm Safety Program – Resource material
- Fees – Schedule of charges and rentals
- Grazing reserves (community pastures)
- Green Certificate Program – Agreements, applications, curriculum, reports
- Home Study Program – Resource materials, evaluations
- Integrated Resource Plans (IRP's) – Management plans (sub-regional, local)
- Land exchanges – Public land for private land
- Land use conditions to ensure sustainable land use
- Land use planning – Agricultural, industrial, recreational, conservation
- Land use reservations – Restrictions, notations, requests, reviews
- Metes and bounds (legal descriptions for dividing land)
- Public land data (land files based on legal descriptions) \*
- Public land use contracts (Land Status Automated System – LSAS) such as grazing leases, licences of occupation, mineral surface leases \*
- Range improvements – Applications and contracts
- Reclamation of public lands – Contracts, certificates, letters of clearance
- Reference files on agricultural topics



- Resource inventories – Soils, vegetation
- Riparian – Ecological Corridor Agreements (ECA's), wetlands, ownership of water bodies, use of bed and shore, protection, conservation
- Special Places 2000 initiative
- Subdivision applications
- Surface materials – Programs related to peat, sand, gravel
- Tax recovery lands – Administration and transfers
- Timber values, sales, woodlots, harvesting
- Unauthorized use of public lands
- Weed control – Contracts, noxious, bio-control, pesticides
- Wild rice – Production on public lands

\* *The Alberta Department of Environmental Protection is the custodian of these records which are partially duplicated in Alberta Agriculture, Food and Rural Development.*

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## Personal information banks

### 4-H members and leaders

*Location:* Home Economics and 4-H Branch.

*Information maintained:* Name, sex, date of birth, age, address, telephone number, type of residence, 4-H club name, years in 4-H, project(s) involved in, programs attended, type of leadership.

*Individuals:* 4-H members, leaders, council representatives.

*Use:* Maintain a record of member participation.

*Users:* Provincial and regional 4-H staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### Customer files

*Location:* Regional Advisory Services district offices.

*Information maintained:* Name, address, program applications, lab tests, consultation notes, copies of recommendations and information provided, some individual business information.

*Individuals:* Farmers, agribusinesses, farm and community organizations, food processors, local government agencies, colleges.

*Use:* Provide a record and an information base that will help in future dealings.

*Users:* Limited district office staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### Green Certificate Program trainers and trainees

*Location:* Agricultural Education and Community Services Branch.

*Information maintained:* Name, address, telephone number, fax number, social insurance number, training records.

*Individuals:* Farm workers, farmers.

*Use:* Monitor program participation.

*Users:* Program staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

---

### Home Study Program participants

*Location:* Agricultural Education and Community Services Branch.

*Information maintained:* Name, address, course material bought, courses and exams completed.

*Individuals:* Individuals or groups who apply for the Home Study Program.

*Use:* Record payments and course participation.

*Users:* Limited program staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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### Land Status Automated System (LSAS) client registry for public lands

*Location:* Public Lands. Custody is shared with the Alberta Department of Environmental Protection.

*Information maintained:* Name, address, client number, applications, contracts.

*Individuals:* Individuals, partners or corporations who have a land use contract (disposition) on public land.

*Use:* Maintain a reference base about land use contracts and accounts.

*Users:* Program administrators.

*Legal authority:* Public Lands Act (RSA 1980 cP-30 consolidated April, 1987) and regulations under the act.

---

### Public land use contracts (dispositions)

*Location:* Public Lands. The Alberta Department of Environmental Protection has custody of the complete files. Alberta Agriculture, Food and Rural Development has partial information.

*Information maintained:* Name, address, applications, contracts, assignment mortgage documents, correspondence, history of the contract management.

*Individuals:* Persons or organizations who contract to use public land.

*Use:* Facilitate the use of public lands in an organized manner.

*Users:* Program administrators.

*Legal authority:* Public Lands Act (RSA 1980 cP-30 consolidated April, 1987) and regulations under the act.

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### Summer Agriculture Education Institute applicants

*Location:* Agricultural Education and Community Services Branch.

*Information maintained:* Name, address, telephone number, date of birth, marital status, employer, location of employment, education.

*Individuals:* Alberta educators and fourth year students in university education programs.

*Use:* Award scholarships.

*Users:* Scholarship Committee.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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#### Procedure manuals

- Agricultural Service Board Program Guidelines
- Public Lands Policy and Procedure Manuals

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#### AFRD 4

### COMMUNICATIONS DIVISION

The role of the Communications Division is to provide communications support to department staff and information to the agriculture and food industry. The division has four branches: Executive Communications; Multi-Media; Publishing; and Library Services. The Executive Communications Branch compiles and recommends legislation changes and amendments to acts. The division also administers the Wheat Board Money Trust, Agriculture Hall of Fame, and Freedom of Information and Privacy Unit, and it coordinates Agriculture Week projects and Alberta Century Farm and Ranch Awards.

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#### General classes or types of information

*Contains mainly administrative records relating to the provision of communications support, including ministerial speeches, requests from the public, media releases and access requests under the Freedom of Information and Protection of Privacy Act (FOIP).*

- Board of Trustees of the Wheat Board Money Trust
- Hall of Fame Selection Committee proceedings
- Radio scripts for "Call of the Land"

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#### Personal information banks

##### Receipts from publication sales

*Location:* Publishing Branch.

*Information maintained:* Name, address, publications purchased.

*Individuals:* Alberta Agriculture, Food and Rural Development staff; general public.

*Use:* Identify marketing opportunities for publication revisions or new publications.

*Users:* Branch staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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#### Procedure manuals

*None*

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#### AFRD 5

### ADMINISTRATION DIVISION

The Administration Division provides information technology (computer) support to the department and administers the finances, facilities, records and human resources of the department. The division includes Information Technology Services, the Human Resources Branch plus four sections which are: Accounts, Budget, Financial Policy and Review, and Facility Management.

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#### General classes or types of information

*Records include budget analyses, projections and reconciliations; facility and service costs; records management; financial policies and procedures; audits; accounts payable and receivable; leases and contracts; and employee records.*

- Authorized Commissioner for Oaths for staff
- Staff housing

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#### Personal information banks

*See Common Records*

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#### Procedure manuals

*None*

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#### AFRD 6

### INTERNAL AUDIT

Internal Audit performs comprehensive independent reviews and appraisals of the activities and operations of the department. Internal Audit assists management by reviewing, evaluating, and reporting on the adequacy of internal controls and by reviewing and reporting on compliance with legislation, regulations, plans, policies, procedures and standards.

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#### General classes or types of information

*Internal audit is a completely internal function and does not maintain any operational records. All records are administrative.*

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#### Personal information banks

*None*

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#### Procedure manuals

*None*

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#### AFRD 7

### RESEARCH DIVISION

The Research Division coordinates and administers research and technology-related services for the benefit of the agriculture and food industry. The division administers the Alberta Agricultural Research Institute.

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**General classes or types of Information**

*Contains information on the department's strategy and coordination of research, research funding available and projects being funded. This information is available as printed material and electronically.*

- Alberta Agricultural Research (AARI) records (details appear under the Alberta Agricultural Research Institute)
- List of provincial Agri-food research projects

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**Personal information banks**

*None*

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**Procedure manuals**

*None*

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**AFFILIATED PUBLIC BODIES**

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**AFRD 8**

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**AGRICULTURAL PRODUCTS MARKETING COUNCIL**

The Agricultural Products Marketing Council is a Crown corporation established by the Marketing of Agricultural Products Act. The Council is responsible for supervising the operations and helping to establish agricultural marketing boards and commissions. The Marketing of Agricultural Products Act Appeal Tribunal is administered by the Council. For further information call (403) 427-2164.

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**General classes or types of Information**

*Contains information on the activities of the sixteen boards and commissions established under the act. Also contains information on supply management, the national agencies for poultry and federal/provincial agreements.*

- Annual reports and financial statements of commodity organizations
- Federal/provincial agreements
- Plans and regulations of boards and commissions
- Records of the Marketing of Agricultural Products Act Appeal Tribunal
- Statistics and information about commodity organizations
- Supply-management reference material and documents

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**Personal information banks**

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**Appeals to the Agricultural Products Act Appeal Tribunal**

*Location:* Agricultural Products Marketing Council.  
*Information maintained:* Name, address, telephone number, Notice of Appeal pursuant to the Marketing of Agricultural Products Act, supporting exhibits, background of the case, record of hearings, transcripts and tribunal decisions.

*Individuals:* Producers who appeal a decision of a board or commission to the Appeal Tribunal for an independent hearing.

*Use:* Maintain records of Appeal Tribunal proceedings and decisions.

*Users:* Agricultural Products Marketing Council staff. Copies of transcripts and decisions may be provided to affected parties.

*Legal authority:* Marketing of Agricultural Products Act (SA 1987 cM-5.1).

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**Procedure manuals**

*None*

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**AFRD 9**

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**ALBERTA AGRICULTURAL RESEARCH INSTITUTE**

The Alberta Agricultural Research Institute (AARI) is a Crown corporation governed by a Board of Directors and administered by the Research Division of Alberta Agriculture, Food and Rural Development. It was created in 1987 and gets its authority from the AARI Act (SA 1987). The act specifies that the Institute may:

- *coordinate, conduct, participate in, promote and support research in agriculture;*
- *compile, assess and disseminate information relating to research in agriculture and information on technology related to agriculture;*
- *fund, in whole or in part, research professorships or chairs established for a purpose consistent with the purposes of the Institute; and*
- *assist in providing research equipment and research facilities.*

The Board of Directors has established a number of advisory committees. For further information call (403) 422-1072.

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**General classes or types of information**

*Records include research priorities; applications for research funds; project reports under seven research programs and one demonstration program; and technology transfer information.*

- Applications for funding
- Final research project reports
- List of annual priorities
- Lists of projects funded
- Proposals received requesting funding
- Update reports on research projects in progress

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**Personal information banks**

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**Alberta Agricultural Research Institute (AARI) applicants**

*Location:* Research Division of Alberta Agriculture, Food and Rural Development.



*Information maintained:* Name, address, biography, résumé, social insurance number, taxation number and telephone number.

*Individuals:* Board members, committee members, researchers and producers.

*Use:* Determine qualifications of potential members of the Board or committees and potential grant recipients.

*Users:* Board and committee members and Alberta Agricultural Research Institute staff.

*Legal authority:* Alberta Agricultural Research Institute Act (SA 1987).

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#### Procedure manuals

- Bylaws of the Alberta Agricultural Research Institute

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#### AFRD 10

### ALBERTA DAIRY CONTROL BOARD

The Alberta Dairy Control Board administers the Alberta Dairy Board Act and the Milk Pricing Regulation to ensure that an adequate supply of safe, quality dairy products is available to consumers at reasonable prices. The Board ensures that policies and services support a profitable, competitive, market-driven Alberta dairy industry. The Board also provides an appeal mechanism for producers, processors, consumers and government; ensures accurate producer returns by auditing processor records; calculates producer payments through a price equalization pool; sets the farm gate price of industrial milk; administers the producer price of milk as set by the Alberta Energy and Utilities Board; allocates milk shipments to processors; and allocates the fluid quota (provincial) and market share quota (national) to producers. The office is located in Wetaskiwin and can be contacted through the Wetaskiwin RITE operator. Ask for (403) 361-1231.

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#### General classes or types of information

*Records include minutes of the Alberta Dairy Control Board and the Policy Committee of the Alberta Dairy Control Board, production and sales information from individual dairy producers and processors, and administrative records.*

- Power of attorney files
- Processors' sales data
- Producer payment calculations
- Production and sales statistics from the Canadian Dairy Commission

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#### Personal information banks

#### Producer quota records

*Location:* Alberta Dairy Control Board.

*Information maintained:* Name, address, legal land description, telephone number, quota amounts, shipments, levies and power of attorney.

*Individuals:* Dairy farmers.

*Use:* Calculate producer payments.

*Users:* Alberta Dairy Control Board and Canadian Dairy Commission.

*Legal authority:* Alberta Dairy Board Act (RSA 1980 cD-1 ss11, 14, 15, 16).

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#### Procedure manuals

- Milk and Cream Quota Policy, Procedures and Guidelines

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#### AFRD 11

### ALBERTA GRAIN COMMISSION

The Alberta Grain Commission examines all facets of the grain and oilseeds industry and makes policy recommendations to the Minister; maintains liaison with farmers, other governments and organizations; and develops operational plans and programs to achieve the policies, goals and objectives set by the Minister. For further information call (403) 427-7329.

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#### General classes or types of information

*Includes data on grain prices and grain movements used to prepare published reports and as background for policy recommendations.*

- Grain price data
- Grain stocks and flows through west coast ports
- Legal, policy and program issues

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#### Personal information banks

*None*

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#### Procedure manuals

- Grain Price Surveying Processing and Recording Procedures.

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#### AFRD 12

### FARMERS' ADVOCATE OF ALBERTA

The Farmers' Advocate of Alberta assists farmers in becoming more knowledgeable about their rights and responsibilities; acts as a mediator in disputes between farmers and other segments of society; provides information on surface and seismic operations and related agreements, mineral leasing and trespass; and administers compensation programs for water well failures resulting from activities of the energy industry and leaking underground storage. It shares administrative offices with the Farm Implement Board, which mediates and settles disputes about farm machinery, expedites emergency repair service and procures obsolete parts under the Farm Implement Act. For more information call (403) 427-2433.

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**General classes or types of information**

*Contains information on complaints, claims and settlements, as well as background information on the issues and legal responsibilities of parties involved in disputes.*

- Forms – Alberta Surface Lease Agreement, Alberta Right-of-Way Lease Agreement, Amendment to Surface Lease Agreement, Petroleum and Natural Gas Lease Agreement

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**Personal information banks****Farm Implement Act bond claims**

*Location:* Farmers' Advocate office.

*Information maintained:* Farmer, manufacturer, dealer, distributor and insurance company names, addresses, telephone numbers, fax numbers; details of the claim; correspondence, documents and follow-up on bond claims.

*Individuals:* Farmers, manufacturers, dealers, and distributors involved in bond claims.

*Use:* Initiate and process bond claims as per the Farm Implement Act.

*Users:* Farm Implement Act inspectors and support staff.

*Legal authority:* Farm Implement Act (SA 1982 cF-4.1 with amendments in force as of November 10, 1994).

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**Farm Implement Act complaints**

*Location:* Farmers' Advocate office.

*Information maintained:* Name, address, telephone number and fax number of both the complainant and the distributor and/or dealer; type of complaint; type of machine; follow-up correspondence, reports, contracts, invoices.

*Individuals:* Farmers, dealers, and distributors who initiate investigations.

*Use:* Arbitrate, mediate, resolve or otherwise assist complainant with their farm machinery concerns. Present complaint to the Farm Implement Board when warranted.

*Users:* Farm Implement Act inspectors.

*Legal authority:* Farm Implement Act (SA 1982 cF-4.1 with amendments in force as of November 10, 1994).

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**Farmers' Advocate case files**

*Location:* Farmers' Advocate office.

*Information maintained:* Name, address, telephone number, legal land description, lists of other parties involved, information regarding the client's concern and disposition.

*Individuals:* Rural residents and organizations who express concerns or request information.

*Use:* Review and recommend a course of action that might be taken by the client or simply provide information or assistance.

*Users:* Farmers' Advocate staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5 s8).

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**Procedure manuals**

*None*

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**AFRD 13****IRRIGATION COUNCIL**

The Irrigation Council and its administration office, the Irrigation Secretariat, are mandated under the Irrigation Act (RSA 1980 c1-11). The Council oversees the activities of thirteen irrigation districts, administers cost-sharing grant programs to rehabilitate irrigation district works, and advises the Minister on policy issues. The office is located in the Lethbridge Provincial Building and can be contacted through the Lethbridge RITE operator. Ask for (403) 381-5151.

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**General classes or types of information**

*Contains information on irrigation policy matters and on the established irrigation districts in Alberta including rehabilitation grants, assessed acres, rates, financial statements and infrastructure.*

- Administrative overview of irrigation districts in Alberta
- Audited financial statements and related information on irrigation districts
- Ditch Rehabilitation Plan yearly status reports
- Extended activity applications – Irricana (small hydroelectric generation) and Enchant (precast concrete)
- Financing agreements with districts for irrigation rehabilitation
- Irrigation Appeal Tribunal hearing decisions
- Irrigation Council orders and petitions to change the area of a districts
- Irrigation Rehabilitation and Expansion Program (1977-1991) projects funded, status reports
- One and five-year plans on irrigation district rehabilitation
- Reports on irrigation rehabilitation cost sharing programs
- Seepage damage exemption – Ditch rehabilitation plans

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**Personal information banks**

*None*

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**Procedure manuals**

- Irrigation Rehabilitation and Expansion Program – Engineering Standards for Design and Construction of Projects; Report Writing Manual for Projects

## **HEAD**

Chairman

Alberta Alcohol And Drug Abuse Commission  
6th Floor, 10909 Jasper Avenue  
Edmonton, Alberta  
T5J 3M9

Telephone: (403) 427-2837

Fax: (403) 423-1419

## **ACCESS**

Freedom of Information and Privacy Coordinator  
6th Floor, 10909 Jasper Avenue  
Edmonton, Alberta  
T5J 3M9

Telephone: (403) 427-7935

Fax: (403) 427-1436

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the 6th Floor, 10909 Jasper Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2837

## **Mandate**

The mandate of the Alberta Alcohol and Drug Abuse Commission (AADAC) is to assist Albertans to achieve a life free from the abuse of alcohol, other drugs and gambling.

## **Organization**

The Commission is a grant funded agent of the Crown reporting through a chairman and a board of directors to the Minister of Health. The chairman is a member of the Legislative Assembly and is appointed by the Premier. Commission board members are appointed by the Lieutenant Governor in Council. The Chief Executive Officer is appointed by Order in Council and is responsible for the management of the work of the Commission. The Commission has five divisions.

## **AADAC 1**

### **CENTRAL ALBERTA FIELD SERVICES**

The mandate of Central Alberta Field Services is to assist Albertans to achieve a life free from addiction to alcohol, other drugs and gambling through the provision of comprehensive prevention and treatment services within central Alberta, and to mobilize communities to take actions consistent with this purpose.

## **General classes or types of information**

*Contains information on prevention programs and treatment services within central Alberta.*

- Community and training initiatives
- Harm reduction programs (includes the development and delivery of programs)
- Liaison projects (includes projects conducted in cooperation with communities, provincial and federal agencies, and schools)
- Prevention programs (includes educational programs and projects with school and community groups)
- Research projects (includes program evaluation and outcome monitoring)
- Treatment services (includes information series and weekly support groups)

## **Personal information banks**

### **Client records**

*Location:* Central Alberta treatment facilities (check the local telephone directory for services in your area).

*Information maintained:* Client name, address, phone number, AADAC identification number, personal health number, treatment plans and progress notes, medical history, medication records, discharge summary, releases, waivers, assessment results, psychological test result summaries, laboratory test results, names of partners, spouses and family members, correspondence.

*Individuals:* Individuals who seek assistance for their own or another's addiction to alcohol, other drugs, or gambling.

*Use:* Administrative, statistical analysis, record of client's progress through treatment.

*Users:* AADAC staff, allied professionals (dependent on client's release of confidentiality).

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38).

### **Opiate Dependency Program**

*Location:* West End Treatment Centre.

*Information maintained:* Client name, address, phone number, AADAC identification number, personal health number, treatment plans and progress notes, medical history, medication records, discharge summary, releases, waivers, assessment results, psychological test result summaries, laboratory test results, names of partners, spouses and family members, correspondence, urinalysis results, prescriptions.

*Individuals:* Individuals participating in the program.

*Use:* Administrative, statistical analysis, record of client's progress through treatment.

*Users:* AADAC staff, allied professionals (dependent on client's release of confidentiality).

*Legal authority:* Food and Drug Act (RSC 1985 cF-27), Narcotic Control Act (RSC 1985 cN-1), Alcohol and Drug Abuse Act (RSA 1980 cA-38), Child Welfare Act (SA 1984 cC-8.1), Medical Profession Act (RSA 1980 cM-12), Nursing Profession Act (SA 1983 cN-14.5).



## Phone/drop-in records

*Location:* AADAC treatment units in Central Alberta Field Services.

*Information maintained:* Client name, phone number, age, type of substance abused, date last used, frequency of use, quantity or amount, previous admission date, client care assistant's comments.

*Individuals:* Members of the public who call or drop-in to AADAC treatment units.

*Use:* Administrative, admission forecasting.

*Users:* AADAC treatment unit staff.

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38).

## Procedure manuals

- Opiate Dependency Program; Pharmacist's Manual
- Opiate Dependency Program; Physician's Manual
- Opiate Dependency Program; Client's Manual

### AADAC 2

## CONSULTATION, INFORMATION AND FUNDED SERVICES

The mandate of Consultation, Information and Funded Services is to assist in the enhancement of existing programs and the development of new treatment and prevention initiatives and to increase knowledge about addictions.

### General classes or types of information

*Contains information on policy development, library services, client and service monitoring, resource development, production and distribution of promotional and educational materials, funded programs delivered by community agencies, prevention and treatment program consultation and program research.*

- Client monitoring
- Corporate communication
- Funded agencies
- Library and information services
- Partnerships and co-sponsorships
- Policy development
- Problem gambling
- Production and distribution of resource materials
- Program consultation for prevention and treatment initiatives
- Program research
- Research and evaluation
- Revenue generation
- Service monitoring
- Training
- Trends and issues monitoring

## Personal information banks

### Impact Program and Planning Ahead Impaired Drivers Program (1989 to June, 1992)

*Location:* Consultation, Information and Funded Services. After June 1992, the Department of Justice assumed responsibility for running these programs.

*Information maintained:* Client name, address, phone number, sex, birth date, operator's licence number, program assessment summary report, personal contracts, assessment results, consent forms, client questionnaires and worksheets.

*Individuals:* Participants of the programs.

*Use:* Administrative, record of client's progress through the program.

*Users:* Alberta Driver Control Board (dependent on client's release of confidentiality).

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38), Motor Vehicle Administration Act (RSA 1980 cM-22).

## Procedure manuals

- AADAC Policies and Positions

### AADAC 3

## CORPORATE SERVICES

The mandate of Corporate Services is to provide competent, high quality information, advice and services to and on behalf of the Commission in support of its mission, strategic plan and business plan.

### General classes or types of information

*Contains information on the administrative, financial and personnel operations.*

## Personal information banks

*See Common Records*

## Procedure manuals

*None*

### AADAC 4

## NORTHERN ALBERTA FIELD SERVICES

The mandate of Northern Alberta Field Services is to encourage and facilitate change on a community level, thus assisting northern Albertans in developing healthy lifestyles free from alcohol and other drug abuse and problem gambling.

### General classes or types of information

*Contains information on prevention programs and treatment services within northern Alberta.*

- Community and training initiatives
- Harm reduction programs (includes the development and delivery of programs)

- Liaison projects (includes projects conducted in cooperation with communities, provincial and federal agencies, and schools)
- Prevention programs (includes educational programs and projects with school and community groups)
- Research projects (includes program evaluation and outcome monitoring)
- Treatment services (includes information series and weekly support groups)

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### Personal information banks

#### Client records

*Location:* Northern Alberta treatment facilities (check the local telephone directory for services in your area).

*Information maintained:* Client name, address, phone number, AADAC identification number, personal health number, treatment plans and progress notes, medical history, medication records, discharge summary, releases, waivers, assessment results, psychological test result summaries, laboratory test results, names of partners, spouses and family members, correspondence.

*Individuals:* Individuals who seek assistance for their own or another's addiction to alcohol, other drugs, or gambling.

*Use:* Administrative, statistical analysis, record of client's progress through treatment.

*Users:* AADAC staff, allied professionals (dependent on client's release of confidentiality).

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38).

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### Procedure manuals

- Northern Addiction Centre Health Services Procedure Manual

### AADAC 5

### SOUTHERN ALBERTA FIELD SERVICES

The mandate of Southern Alberta Field Services is to assist Albertans to achieve a life free from the abuse of alcohol, other drugs and gambling.

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### General classes or types of information

*Contains information on prevention programs and treatment services within southern Alberta.*

- Community and training initiatives
- Harm reduction programs (includes the development and delivery of programs)
- Liaison projects (includes projects conducted in cooperation with communities, provincial and federal agencies, and schools)
- Prevention programs (includes educational programs and projects with school and community groups)
- Research projects (includes program evaluation and outcome monitoring)

- Treatment services (includes information series and weekly support groups)

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### Personal information banks

#### Client records

*Location:* Southern Alberta treatment facilities (check the local telephone directory for services in your area).

*Information maintained:* Client name, address, phone number, AADAC identification number, personal health number, treatment plans and progress notes, medical history, medication records, discharge summary, releases, waivers, assessment results, psychological test result summaries, laboratory test results, names of partners, spouses and family members, correspondence.

*Individuals:* Individuals who seek assistance for their own or another's addiction to alcohol, other drugs, or gambling.

*Use:* Administrative, statistical analysis, record of client's progress through treatment.

*Users:* AADAC staff, allied professionals (dependent on client's release of confidentiality).

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38).

#### Client screening system

*Location:* AADAC Renfrew Recovery Centre.

*Information maintained:* Name, address, phone number, AADAC identification number, dates of admissions, discharges, placements, client alert stamp (if applicable).

*Individuals:* All clients admitted to Renfrew Recovery Centre.

*Use:* Screening, decisions regarding the health and safety of clients.

*Users:* Renfrew Recovery Centre staff.

*Legal authority:* Alcohol and Drug Abuse Act (RSA 1980 cA-38).

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### Procedure manuals

- Lander Treatment Centre Policy and Procedure Manual
- Renfrew Recovery Centre Protocol Manual

## HEAD

Provincial Treasurer  
224 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-8809  
Fax: (403) 428-1341

## ACCESS

Freedom of Information and Privacy Coordinator  
Room 351, 9515 - 107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Room 351, 9515 - 107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-5428

## Mandate

The Board has the power to investigate any Alberta automobile insurance matter including rates, benefits and availability of automobile insurance. Insurers are required to obtain prior approval from the Board for insurance rate changes and compulsory coverage insurance.

## Organization

The Alberta Automobile Insurance Board, constituted under section 338(1) of the Insurance Act, is empowered under section 339 to investigate matters respecting automobile insurance in Alberta, and to approve rates charged by insurers for compulsory automobile coverage under the Motor Vehicle Administration Act. The Lieutenant Governor in Council appoints the Chairman of the Board and the remaining three Board members.

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## General classes or types of information

*Includes records related to applications for rate charges and vehicle class changes. Also includes investigations and studies carried out by the Board.*

- Applications for rate changes
- Consumer complaints

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## Personal information banks

### Automobile insurance complaints

*Location:* Alberta Automobile Insurance Board.

*Information maintained:* Name, telephone number, insurance policy numbers, information related to complaint.

*Individuals:* Individuals with a complaint concerning an automobile insurance company.

*Use:* Investigate complaints made about insurance companies.

*Users:* Automobile Insurance Board staff.

*Legal authority:* Insurance Act.

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## Procedure manuals

*None*



## **HEAD**

Minister of Economic Development and Tourism  
324 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-3162  
Fax: (403) 422-6338

## **ACCESS**

Freedom of Information and Privacy Coordinator  
5th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta  
T5J 4L6  
Telephone: (403) 427-5037  
Fax: (403) 422-4625

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. (closed from 12:00 noon to 1:00 p.m.) at the 5th Floor, Commerce Place, 10155 - 102 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 422-5404

## **Mandate**

The Alberta Economic Development Authority is a senior body of experienced Alberta business men and women responsible for the development of strategies and programs in conjunction with the Department of Economic Development and Tourism and the Department of Agriculture, Food and Rural Development.

The Authority evaluates plans and activities of the Department of Economic Development and Tourism and gives direction to improve Alberta's strategic plans in the areas of wealth and job creation.

## **Organization**

The Authority has a Board of Management and an Economic Council which review and recommend economic strategy proposals and is supported by departmental expertise.

## **General classes or types of information**

*Contains information on trade and investment activities of Alberta government departments and policies regarding economic development.*

- Economic development policies and plans
- Trade missions

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## **Personal information banks**

*None*

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## **Procedure manuals**

*None*

## **HEAD**

President  
3720 - 76 Avenue  
Edmonton, Alberta  
T6B 2N9  
Telephone: (403) 440-7777  
Fax: (403) 440-8999

## **ACCESS**

Freedom of Information and Privacy Coordinator  
18th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta  
T5J 4L4  
Telephone: (403) 427-3181  
Fax: (403) 422-1419

A public reading area for the review of manuals and other information is open weekdays during regular working hours (8:30 a.m. to 4:30 p.m.) at 3720 - 76 Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 440-7777

## **Mandate**

The purpose of the Alberta Educational Communications Corporation is to promote the development of lifelong learning for Albertans. This is achieved through the development and acquisition of educational programs and materials for broadcast and distribution.

## **Organization**

The Corporation has three different units: Educational Services and Enterprises, Television, and Administration. In addition, the directors of the Corporation have been designated as the Alberta Educational Communications Authority for the purpose of the Alberta Educational Communications Corporation Act. The Corporation trade name is ACCESS NETWORK. ACCESS has one location in Edmonton.

---

## **General classes or types of Information**

*Contains information on programming schedules; copyright and program rights (i.e., details regarding broadcast and duplication rights, start and end dates, number of plays, licence fees, contracts, agreements and copyright on productions, acquisitions, talent, music, artistic, dramatic, literary, stock footage, renewal payments and residual payments); computer system AS400 and PICS (Program Inventory Control System); program descriptions and lengths; and Canadian Radio-television and Telecommunications Commission (CRTC) logs (a listing of all programs broadcast each day).*

- Brochures, publicity photographs and slides, one-sheets (single page with description of programs)
- CRTC logs (categorized according to audience, country of origin and type of program) and Promise of Performance
- Program schedules

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## **Personal information banks**

*See Common Records*

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## **Procedure manuals**

*None*

## HEAD

Chair

640 - 5th Avenue SW

Calgary, Alberta

T2P 3G4

Telephone: (403) 297-8261

Fax: (403) 297-8398

## ACCESS

Freedom of Information and Privacy Coordinator

Energy Resources Conservation Board

640 - 5th Avenue SW

Calgary, Alberta

T2P 3G4

Telephone: (403) 297-8412

Fax: (403) 297-3559

Freedom of Information and Privacy Coordinator

Public Utilities Board

11th Floor, 10055 - 106 Street

Edmonton, Alberta

T5J 2Y2

Telephone: (403) 427-4901

Fax: (403) 427-6970

A public reading area for the review of Energy Resources Conservation Board manuals and other information is open weekdays from 12:00 noon to 4:00 p.m. at the Library, 2nd Floor, 640 - 5th Avenue, SW, Calgary.

Public reading areas for the review of Public Utilities Board manuals and other information are open weekdays during regular working hours (8:15 a.m. to 4:30 p.m.) on the 10th Floor, 10055 - 106 Street, Edmonton, and on the 3rd Floor, 640 - 5th Avenue, SW, Calgary.

All reading areas are wheelchair accessible.

General information numbers:

(403) 297-8242

*(Energy Resources Conservation Board)*

(403) 427-4901

*(Public Utilities Board - Edmonton)*

(403) 297-6306

*(Public Utilities Board - Calgary)*

## Mandate

The Alberta Energy and Utilities Board is a new board formed in 1995 by an amalgamation of the Energy Resources Conservation Board and the Public Utilities Board. Its mandate is to administer several acts that govern the energy industry in the Province of Alberta and to set rates for public and gas utilities under its jurisdiction.

As the amalgamation of the Boards proceed and integration of their operations occur, there may be changes to some of the facts set out in this section. The Calgary or Edmonton phone numbers should be contacted for up-to-date information as to the location of particular records.

The Lieutenant Governor in Council appoints the Members of the Board and fixes their terms of office. These members hold full-time positions. One member is appointed as Chair of the Board.

## AEUB 1

### ENERGY RESOURCES CONSERVATION BOARD

The Energy Resources Conservation Board is established under the Energy Resources Conservation Act and is charged with the administration of several acts that govern the energy industry in the Province of Alberta. Under these acts, the Board is required to:

1. Provide for the appraisal of the reserves and productive capacity of energy resources and energy in Alberta.
2. Provide for the appraisal of the requirements for energy resources and energy in Alberta, and of markets outside Alberta for Alberta's energy resources or energy.
3. Effect the conservation of, and to prevent the waste of, Alberta's energy resources.
4. Control pollution and ensure environmental conservation in the exploration for, and processing, development, and transportation of energy resources and energy.
5. Secure the observance of safe and efficient practices in the exploration for, and processing, development, and transportation of, Alberta's energy resources.
6. Provide for the recording and timely and useful dissemination of information regarding Alberta's energy resources.
7. Provide agencies from which the Government of Alberta may receive information, advice, and recommendations regarding energy resources and energy.

The Board issues regulations and orders pertaining to the oil and gas industry, the electric energy industry, the oil sands industry, the coal industry, and the pipeline industry, and deals with the range of matters which come within its jurisdiction in connection with those industries. Annual aggregate cash flow for these industries is in the \$20 billion range, representing the largest sector of the Alberta economy. The Board conducts investigations, holds hearings, and prepares reports on many matters pertaining to the acts administered by it relating to energy and energy



resources. It also collects, summarizes, evaluates, and publishes relevant data. Its staff conducts inspections, performs technical and economic studies, administers conservation policies, authorizations, and regulations on an ongoing basis. Funding for the Board is primarily from an industry levy on oil and gas properties and a matching grant from government related to oil and gas activities. Funding for activities involving the coal and hydroelectric industry are paid for entirely by the government. On request, the Board provides the Government of Alberta with information, advice, and recommendations on energy and energy resource matters. The most frequent liaisons are Alberta Energy and Alberta Environmental Protection.

The Board employs engineers, geologists, economists, and many other professionals and support staff. It maintains a head office in Calgary and eight area offices serving the major regions in which fossil fuels are produced.

**General classes or types of Information**

*Contains information regarding energy resources including applications for wells; gas plants; refineries; pipelines; and hydro, electric, and coal facilities. Information includes data regarding tests, analysis, progress reports, production, orders, approvals, decisions reports, publications, and surveys.*

**Personal information banks**

*See Common Records*

**Procedure manuals**

*None*

**AEUB 2**

**PUBLIC UTILITIES BOARD**

The Public Utilities Board is a tribunal with quasi-judicial powers. In dealing with the matters within its jurisdiction, the Board has been granted the same status as the Alberta Court of Queen's Bench. In respect of its quasi-judicial duties, the Board derives its mandate from numerous statutes and from orders in council issued pursuant to the statutes. While the Board operates pursuant to more than thirty different statutes, its authority is primarily contained in the Public Utilities Board Act, the Electric Utilities Act and the Gas Utilities Act. These statutes provide the Board with a framework which guides the Board in setting rates for those utilities under its full jurisdiction including utility companies, municipal utilities and natural gas co-operatives.

The staff are located in a main office in Edmonton and in a small branch office in Calgary within the Energy Resources Conservation Board offices.

**General classes or types of Information**

*Contains all applications submitted to the Board, including evidence of applicant and intervenors, transcripts of public hearings and all decisions, orders and reports of the Board.*

**Personal information banks**

*See Common Records*

**Procedure manuals**

*None*

## HEAD

Chairman and Chief Executive Officer  
50 Corriveau Avenue  
St. Albert, Alberta  
T8N 3T5  
Telephone: (403) 447-8602  
Fax: (403) 447-8916

## ACCESS

Freedom of Information and Privacy Coordinator  
50 Corriveau Avenue  
St. Albert, Alberta  
T8N 3T5  
Telephone: (403) 447-8731  
Fax: (403) 447-8919

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:00 p.m., Monday to Friday, at the above address.

The reading area is wheelchair accessible.

General information number: (403) 447-8600

## Mandate

The Alberta Gaming and Liquor Commission is an amalgamation of the government organizations involved in regulating and administering the liquor, lottery and gaming industries in Alberta.

The amalgamation was underway when the Alberta Directory was published. Please refer to the entries on the component organizations for information.

See: *Alberta Liquor Control Board* (pages 84 - 85)  
*Lotteries and Gaming* (page 194)

## **HEAD**

President and Chief Executive Officer  
3125 ManuLife Place, 10180 - 101 Street  
Edmonton, Alberta  
T5J 3S4  
Telephone: (403) 423-5727  
Fax: (403) 429-3509

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Director of Grants and Awards  
3125 ManuLife Place, 10180 - 101 Street  
Edmonton, Alberta  
T5J 3S4  
Telephone: (403) 423-5727  
Fax: (403) 429-3509

A public reading area for the review of manuals and other information is open weekdays from 8:30 a.m. to 4:30 p.m., at 3125 ManuLife Place, 10180 - 101 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 423-5727

## **Mandate**

The Alberta Heritage Foundation for Medical Research's mandate is to support a community of researchers who generate knowledge that improves the health and quality of life of Albertans and people throughout the world. Their long-term commitment is to fund basic, patient and health research based on international standards of excellence and carried out by new and established investigators and researchers in training.

## **Organization**

The Alberta Heritage Foundation for Medical Research consists of nine individuals appointed by the Lieutenant Governor in Council as trustees, each for a term of not more than five years. Four organizational units, Administration, Finance, Public Relations and Scientific, report to the President and Chief Executive Officer who reports to the Board of Trustees.

## **AHFMR 1**

### **ADMINISTRATION**

Administration provides support services to the President, Trustees, Committees and Foundation staff.

### **General classes or types of information**

*Administrative support records relating to the day-to-day operation of the Foundation including board and*

*committees, briefing material, organizational charts, purchasing, mail, courier and accommodation.*

## **AHFMR 2**

### **FINANCE**

The unit provides financial services to the Foundation.

## **AHFMR 3**

### **PUBLIC RELATIONS**

The unit handles the public relations aspects of the Foundation.

## **AHFMR 4**

### **SCIENTIFIC**

The unit receives and processes all applications for grants and awards, monitors conditions of grants and awards, and develops and maintains a computer database for statistical analysis of grants and awards.

### **General classes or types of information**

- Report of the International Board of Review

### **Personal information banks**

#### **Applicant tracking system**

*Location:* Alberta Heritage Foundation for Medical Research.

*Information maintained:* Personal identification number; name; address; telephone number; age; sex; educational; financial; employment history; third party opinions about the individual and the individual's scientific activities; proprietary information, grant and award information.

*Individuals:* Medical researchers.

*Use:* Record history relevant to that applicant.

*Users:* Foundation staff.

*Legal authority:* Alberta Heritage Foundation for Medical Research Act.

#### **Award holders financial records**

*Location:* Alberta Heritage Foundation for Medical Research.

*Information maintained:* Applicant's name, address, financial history, personal identification number.

*Individuals:* Grant applicants, sponsoring institutions.

*Use:* Maintain financial records of all award holders.

*Users:* Foundation staff.

*Legal authority:* Alberta Heritage Foundation for Medical Research Act.

### **Procedure manuals**

- Guidelines for Grants and Awards



**HEAD**

Chairman and Chief Executive Officer  
 50 Corriveau Avenue  
 St. Albert, Alberta  
 T8N 3T5  
 Telephone: (403) 447-8602  
 Fax: (403) 447-8916

**ACCESS**

Freedom of Information and Privacy Coordinator  
 50 Corriveau Avenue  
 St. Albert, Alberta  
 T8N 3T5  
 Telephone: (403) 447-8731  
 Fax: (403) 447-8919

A public reading area for the review of manuals and other information is available from 8:15 a.m. to 4:00 p.m., Monday to Friday, at the above address.

The reading area is wheelchair accessible.

General information number: (403) 447-8600

**Mandate**

The Alberta Liquor Control Board (ALCB) is an agent of the Government of Alberta. The legal mandate of the ALCB is to ensure that all activities associated with the importation, manufacture, warehousing, distribution and sale of liquor products in Alberta are conducted in a manner consistent with the Liquor Control Act and Liquor Administration Regulation. The ALCB achieves its objectives in this regard through a system of audits and inspections of all licensed premises, including breweries, distilleries, wineries, lounges, taverns, private clubs and retail liquor stores. It also generates revenue from the sale of liquor products for the citizens of Alberta.

**Organization**

The ALCB consists of a Board and a Corporation. The Board consists of a Chairman, a Deputy Chairman and one Member. It is responsible for retail liquor store licences and agency store appointment approvals and for policy as permitted by legislation, on licensing matters. It also serves in an administrative tribunal capacity and holds hearings on violations of the legislation by operators of licensed premises.

The Corporation consists of a Licensing Division and a Finance and Administration Division which report to the Chief Executive Officer and are responsible for the day-to-day functioning of the Corporation. The head office is located in St. Albert. Liquor licence applications are processed in St. Albert and Calgary.

**BOARD OFFICE**

The Board Office is responsible for the coordination and administration of Board activities relating to licensing policy, liquor licence application decisions and Board hearings into alleged violations on licensed premises. Violations of the legislation and/or Board policy may result in a penalty against the licensee. Board decisions can be appealed to the Liquor Licensing Appeal Council. The Minister may establish a Beverage Alcohol Advisory Committee to provide advice relating to the scope of the Liquor Control Act, however, a committee is not presently in place.

**General classes or types of information**

*Board decisions on policy and licensing related matters and Board hearings into alleged violations on licensed premises are recorded.*

- Liquor Licensing Appeal Council files

**Personal information banks**

*See Common Records*

**Procedure manuals**

*None*

**LICENSING DIVISION**

The Licensing Division is responsible for processing applications for liquor licences (offices in St. Albert and Calgary) and for providing ongoing supervision and inspection of licensed premises. Inspectors work with owners and staff of the various types of licensed premises to promote safe and responsible alcohol consumption. Inspections are also conducted into the activities and management at liquor service permit functions. Violations of legislation or Board policy will result in incidents being reported and discipline may be taken against the owner by the Board.

The head office in St. Albert also manages the registration of liquor agencies and their representatives, administers policies on advertising and product promotion, conducts liquor product testing and manages quality control and product safety issues.

The division publishes the following procedure manuals/pamphlets to assist licensees and permittees in complying with the legislation and Board policies:

- *Licensee Handbook*
- *Retail Liquor Stores – Operating Guidelines*
- *Agency Stores – Operating Guidelines*
- *Liquor Laws and You (handbook for licensed premises)*
- *Liquor Permits for Private Functions*

---

### General classes or types of Information

*Contains information on applications for liquor licences, the premises and the respective owners that have been granted liquor licences. Records pertaining to the inspection of licensed premises, operating problems, corrective action taken or to be taken, training provided and penalties imposed are also maintained. Maintains registration documents of liquor agencies, including the names of the shareholders or officers of the agency, the registered representatives of the company and the manufacturers or suppliers they represent.*

- Applications to register agencies (companies)
- Applications to register liquor representatives (individuals)
- Inspection reports
- Liquor licence applications/decisions
- Violation reports

---

### Personal information banks

#### Individuals involved in licensed premises

*Location:* Licensing Division.

*Information maintained:* Name, alternate names, date of birth, Canadian citizen or landed immigrant status, approval to be involved in licensed premises (including information which may preclude approval such as violations of liquor laws or other criminal convictions). A listing of licensed premises or licensee companies with whom the individual is involved.

*Individuals:* All individuals who have applied to be either managers, owners, directors, or shareholders of licensed premises.

*Use:* The information bank provides a record of all individuals approved and not approved to be involved in the management or ownership of licensed premises. This information is part of the licence application review process.

*Users:* Licensing Division staff.

*Legal authority:* Liquor Control Act (Section 38).

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### Procedure manuals

- Agency stores – Operating Guidelines
- Licensee Handbook
- Licensing Policies and Procedures Manual
- Retail Liquor Stores – Operating Guidelines

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ALCB 3

### FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division is responsible for managing the collection of revenues from the sale of liquor products in the Province of Alberta. The division collects all amounts from the sale of product made through the various liquor products warehouses in the province and is responsible for ensuring that the flat mark-up for all products sold has been consistently applied to all liquor products in accordance with Board

directives. The division then ensures the appropriate amounts are remitted to suppliers, customs and excise, GST, Alberta Treasury and for environmental costs. The division is also responsible for various administrative support functions including personnel, payroll, benefits, product pricing, accounting, purchasing, customs and excise, financial reporting and information systems.

---

### General classes or types of Information

*Contains information relating to liquor products imported into and sold in the Province of Alberta including information on the manufacturers, agents or suppliers that offer products for sale in the Province of Alberta.*

- Audit files: licensee
- Contracts with third parties
- Customs and excise
- Liquor wholesale price list
- Supplier records

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### Personal information banks

*See Common Records*

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### Procedure manuals

*None*

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### AFFILIATED PUBLIC BODIES

ALCB 4

### LIQUOR LICENSING APPEAL COUNCIL

The Liquor Licensing Appeal Council is an independent quasi-judicial tribunal set up to hear appeals from decisions of the Alberta Liquor Control Board concerning licensing and disciplinary actions taken against licences. The Board is made up of a full-time Chairman and four part-time members. The Appeal Council has the power to confirm, reverse or vary decisions of the Alberta Liquor Control Board or to refer them back to the Board. Appeals may be heard in Edmonton or Calgary.

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### General classes or types of Information

*Contains information on matters reviewed by the Appeal Council.*

- Liquor Licensing Appeal Council files

---

### Personal information banks

*See Common Records*

---

### Procedure manuals

*None*

## **HEAD**

Chairman  
690, 10020 - 101A Avenue  
Edmonton, Alberta  
T5J 3G2  
Telephone: (403) 424-8855  
Fax: (403) 424-7669

## **ACCESS**

Freedom of Information and Privacy Coordinator  
5th Floor, Commerce Place  
10155 - 102 Avenue  
Edmonton, Alberta  
T5J 4L6  
Telephone: (403) 427-5037  
Fax: (403) 427-4625

General information number: (403) 424-8855 or  
1-800-665-7918

## **Mandate**

The Corporation's mandate is to assist Alberta film and television businesses to produce motion pictures resulting in economic benefits and job enterprise for the province.

## **Organization**

The Corporation reports to the Alberta government through the Minister of Economic Development and Tourism. It is governed by a Board of Directors and administered by support staff.

---

## **General classes or types of information**

*Contains information on provincial, national and international companies, events and agreements regarding the production of motion pictures in Alberta.*

- Co-production agreements
- Corporations and companies
- Festivals and events
- Project applications

---

## **Personal information banks**

*See Common Records*

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## **Procedure manuals**

- Board of Directors Policy Manual



## **HEAD**

President & Chief Executive Officer  
Box 4040  
5110 - 49 Avenue  
Ponoka, Alberta  
T4J 1R5  
Telephone: (403) 783-7011  
Fax: (403) 783-7032

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Box 4040  
5110 - 49 Avenue  
Ponoka, Alberta  
T4J 1R5  
Telephone: (403) 783-7011  
Fax: (403) 783-7032

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at 5110 - 49 Avenue, Ponoka.

The reading area is wheelchair accessible.

General information number: (403) 783-7011 or 1-800-661-3811

## **Mandate**

The mandate of Alberta Opportunity Company is to promote the development of resources and the general growth and diversification of the economy of Alberta. The company provides financial assistance and guidance for the development of Alberta business. Priority is given to smaller businesses in rural communities which are not able to obtain financing from conventional lenders. Priority is also given to Alberta-owned businesses which create jobs, introduce improvements in productivity or technology, or have export or tourism potential. The Alberta Opportunity Fund Act prohibits the provision of assistance to businesses engaged in basic agriculture or housing. Financial assistance is available for establishing new operations or expanding existing ones. Assistance may include loans, guarantees, student business loans, export financial assistance guarantees, or consulting services in all areas of small business.

## **Organization**

This Crown corporation reports to the Minister of Economic Development and Tourism and an independent Board of Directors. Alberta Opportunity Company's head office is located in Ponoka, and it has ten branch offices located in Brooks, Calgary, Edmonton, Edson, Grande Prairie, Lethbridge, Medicine Hat, Peace River, Red Deer and St. Paul.

A complete list of addresses and telephone numbers for the branch offices is in the RITE Directory.

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## **General classes or types of information**

*Contains information on all areas of client businesses.*

- Business Consulting Services
- Export Financial Assistance Program
- Inventory Contract Program
- Loan/Guarantee Program
- Student Business Loan Program

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## **Personal information banks**

*See Common Records*

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## **Procedure manuals**

- Policy and Procedures Manual (issued to lending staff to provide guidelines for credit analysis of applications, and review and administration of accounts)

## HEAD

Minister Responsible for Lotteries, Gaming and Racing  
425 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-3744  
Fax: (403) 422-9550

## ACCESS

Freedom of Information and Privacy Coordinator  
507 Sloane Square  
5920 - 1A Street SW  
Calgary, Alberta  
T2H 0G3  
Telephone: (403) 297-6551  
Fax: (403) 255-4078

A public reading area for the review of manuals and other information is open weekdays during regular working hours (8:30 a.m. to 4:30 p.m.) at the Alberta Racing Commission, 507 Sloane Square, 5920 - 1A Street SW, Calgary.

The reading area is wheelchair accessible.

General information number: (403) 297-6551

## Mandate

The Alberta Racing Commission administers the Racing Commission Act, which involves the governing, directing, controlling and regulating of horse racing in Alberta in any and all of its forms. The Alberta Racing Commission licenses all race track operators, teletheatre locations, and all racing participants. Licences may be obtained by contacting the Alberta Racing Commission office. The Commission hears appeals of rulings issued by Commission judges and stewards officiating at the races. It also administers the Development Fund, providing purse supplements to the racing industry for both thoroughbred and standardbred horses, funds for equine research support, and for development of the horse racing industry in Alberta. The Alberta Racing Commission can provide the dates on which tracks are operating, offer information on licensing requirements, and deal with any inquiries on horse racing.

## Organization

The Alberta Racing Commission consists of a full-time chairman, six board members appointed by Order in Council, and approximately sixteen full-time staff.

## General classes or types of Information

*Contains information on pari mutuel racing in Alberta, including assistance provided to the industry.*

- Assistance provided from the Development Fund
- Horse racing in Alberta
- Industry related statistics
- Licences issued

## Personal information banks

### Licencees

*Location:* Calgary office.

*Information maintained:* Name, address, date of birth, place of birth, age, height, weight, hair colour, eye colour, sex, marital status, telephone, stable name (if any), names of horses owned wholly or in part, partners (if any), name of trainer, social insurance number, nature of any criminal charges, name and address of bank, occupation (other than racing), next of kin.

*Individuals:* Owners, trainers, jockeys, drivers, grooms, exercise riders, pony person, veterinarians, authorized agents and any others involved in racing at the race track.

*Use:* Identify individuals licensed to work in racing at the race track.

*Users:* Alberta Racing Commission stewards, judges and security personnel.

*Legal authority:* Racing Commission Act.

## Procedure manuals

- Rules and regulations governing harness horse racing, as well as running horse racing at major and minor race meetings.

## HEAD

Board Chairman  
Alberta Real Estate Foundation  
828 - 12 Avenue SW  
Calgary, Alberta  
T2R 0J3  
Telephone: (403) 264-5655  
Fax: (403) 263-7789

## ACCESS

Freedom of Information and Privacy Coordinator  
18th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta  
T5J 4L4  
Telephone: (403) 427-3181  
Fax: (403) 422-1419

A public reading area for the review of manuals and other information is open weekdays from 9:00 a.m. to 4:30 p.m. at 828 - 12 Avenue SW, Calgary.

The reading area is wheelchair accessible.

General information number: (403) 264-5655

## Mandate

The Alberta Real Estate Foundation was established in October 1990 to promote and undertake, in respect of the real estate industry, the education of related professionals and the public; law reform and research; other projects and activities to advance and improve the industry; and other projects and activities that are designated by the Minister of Municipal Affairs as being in the public interest. It is funded by interest earned on real estate agents' trust accounts.

## Organization

The Foundation is managed by a Board of Directors and employs an executive officer to handle the day-to-day operations.

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## General classes or types of information

*Contains grant applications, correspondence with agents, financial institutions, government bodies, and Board business.*

- Grant records

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## Personal Information banks

*See Common Records*

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## Procedure manuals

- Granting Policies and Guidelines



**HEAD**

President and Chief Executive Officer  
 250 Karl Clark Road  
 Edmonton, Alberta  
 T6H 5X2  
 Telephone: (403) 450-5200  
 Fax: (403) 450-1490

**ACCESS**

Freedom of Information and Privacy Coordinator  
 Coordinator, Information Centre  
 250 Karl Clark Road  
 Edmonton, Alberta  
 T6H 5X2  
 Telephone: (403) 450-5059  
 Fax: (403) 450-8996

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 to 4:30 p.m. at the Library, 250 Karl Clark Road, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 450-5111

**Mandate**

Responding to the needs of the private sector, and supporting activities of the public sector, the Alberta Research Council's mission is to advance the economy of the province by: promoting technology development and application; performing applied research; and, providing expert advice, technical information and scientific infrastructure. The Alberta Research Council advances the economy of the province through the successful commercial exploitation of technology by its clients and partners. Clients and partners range from small start-up companies to large multinationals and municipal, provincial and federal government departments. In addition, the Alberta Research Council provides technical advice and information to industry, government, and the general public.

**Organization**

The Alberta Research Council reports to the Minister Responsible for Science and Research. It provides a diversified range of scientific, engineering and technical capabilities in four strategic business areas:

**Manufacturing:** manufacturing processes, advanced materials, product development

**Biotechnology:** biopharmaceuticals, process engineering

**Information technologies:** information technologies development and application

**Natural resources:** forest products (engineered wood products), pulp and paper technologies (pulp and paper process engineering), energy technologies (energy-related manufacturing, service and product development), energy breakthrough technologies (oil recovery and upgrading process development), environmental technologies (environmental services development)

The activities of the four program areas are supported by Finance and Administration, People Systems, Corporate Relations, and Information Centre.

**General classes or types of information**

*Contains information on scientific activities and research projects conducted by Alberta Research Council.*

**Personal information banks**

*See Common Records*

**Procedure manuals**

*None*

**HEAD**

Chairman  
20th Floor, 10025 Jasper Avenue  
Edmonton, Alberta  
T5J 3Z5  
Telephone: (403) 422-1083  
Fax: (403) 422-1030

**ACCESS**

Freedom of Information and Privacy Coordinator  
Room 351, 9515 - 107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Room 351, 9515 - 107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-5201

**Mandate**

The Alberta Securities Commission regulates Alberta's capital market. The Commission administers and enforces the Securities Act, the Franchises Act and certain provisions of the Business Corporations Act. The Commission is responsible for the registration of persons trading in securities, commodity futures or franchises; review of prospectuses; and enforcement of the Securities and Franchises Acts. In carrying out these functions, the Commission strives to balance the need for adequate investor protection with the need for a competitive marketplace.

**Organization**

The Minister responsible for the Alberta Securities Commission is the Provincial Treasurer. The Commission is a provincial corporation consisting of the members of the Commission appointed by the Lieutenant Governor in Council. It has offices in both Edmonton and Calgary. The Commission sits as an administrative tribunal in enforcement hearings, considers applications for discretionary exemptions from the Securities and Franchises Acts, and hears appeals from decisions made by the Executive Director, The Alberta Stock Exchange and the Investment Dealers Association of Canada.

**General classes or types of information**

*Includes records pertaining to regulating the sale of securities and franchises in the Province of Alberta through the administration of the Securities Act and the Franchises Act. Records include the registration of individuals and companies selling securities.*

- Franchisors
- Franchises policies and legislation
- Hearings
- Issuers
- Market standards/enforcement
- Registrants (brokers/dealers/advisors/salespeople)
- Securities policies and legislation

**Personal information banks****Franchisors**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, date of birth, criminal offences, civil proceedings, history of registration under the Franchises Act or the Securities Act, prior positions and directorships with franchisor, shareholding percentages of the franchisor that exceed 10%, business activities.

*Individuals:* Individuals offering franchises in Alberta and directors, officers and individuals owning greater than 10% of the outstanding voting shares of the franchisor.

*Use:* Meet statutory requirements for the issuance of a receipt for a franchise prospectus filed under the Franchises Act.

*Users:* Authorized representatives of provincial, national and foreign regulatory agencies including Commission employees, Commission members, the RCMP and local police.

*Legal authority:* Franchises Act, RSA 1980, cF-17, as amended.

**Hearing files**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, solicitor/client privileged information, Notice of Hearing, investigation orders, freeze orders, exhibits, Commission orders, reasons for decision.

*Individuals:* Individuals who have been issued a Notice of Hearing for a hearing before the Commission for suspected violation of the Securities Act or Franchises Act.

*Use:* Document background material leading up to a formal hearing before the Commission, the hearing process including evidence and exhibits, and subsequent appeals, if applicable.

*Users:* Authorized representatives of provincial, national and foreign regulatory and enforcement agencies including legal counsel, authorized Commission employees, Commission members, exchanges, the Investment Dealers Association and self-regulatory organizations.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended; Franchises Act, RSA 1980, cF-17, as amended.

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### **Issuers**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, date of birth, criminal offences, education, employment history, citizenship, civil proceedings, business activities.

*Individuals:* Directors, officers, promoters and control persons of companies issuing securities.

*Use:* Comply with statutory requirements in determining whether a receipt may be issued for a prospectus filed with the Commission or approval granted in respect of other offering documents filed with the Commission where securities are offered for sale to the public.

*Users:* Authorized representatives of provincial, national or foreign regulatory and enforcement agencies including the RCMP and local police, exchanges, the Investment Dealers Association, self-regulatory organizations and legal counsel, Commission employees, Commission members.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended.

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### **Market standards/enforcement – Enforcement orders**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, type of order, reason for order.

*Individuals:* Individuals who have been issued an order by the Commission for violating the Securities Act or Franchises Act.

*Use:* Document and maintain lists of individuals sanctioned by the Commission for violations of the Securities or Franchises Acts.

*Users:* Authorized representatives of provincial, national and foreign regulatory and enforcement agencies including Commission employees, Commission members, RCMP and local police, exchanges, the Investment Dealers Association and self-regulatory organizations.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended; Franchises Act, RSA 1980, cF-17, as amended.

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### **Market standards/enforcement – Investigation/complaints**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, financial information, reasons for investigation.

*Individuals:* Individuals who are under investigation for suspected violation of the Securities Act or Franchises Act.

*Use:* Investigate public complaints and suspected violations of the Securities or Franchises Acts.

*Users:* Authorized representatives of provincial, national or foreign regulatory and enforcement agencies including authorized Commission employees, Commission members, RCMP and local police, exchanges, the Investment Dealers Association and self-regulatory organizations.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended; Franchises Act, RSA 1980, cF-17, as amended.

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### **Market standards/enforcement – Investigation orders/freeze orders**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, financial information, reason for investigation, business affiliates.

*Individuals:* Individuals who are under investigation for suspected violation of the Securities Act or Franchises Act.

*Use:* Initiate the formal investigation process and protect any assets while the investigation and possible Commission hearing is being conducted.

*Users:* Authorized representatives of provincial, national and foreign regulatory and enforcement agencies including authorized Commission employees, Commission members, RCMP and local police, exchanges, the Investment Dealers Association and self-regulatory organizations.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended; Franchises Act, RSA 1980, cF-17, as amended.

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### **Registrants**

*Location:* Alberta Securities Commission, Edmonton.

*Information maintained:* Name, address, date of birth, criminal offences, education, employment history, citizenship, gender, marital status, civil proceedings, business activities.

*Individuals:* Salespersons, directors, officers and control persons of registrants.

*Use:* Determine suitability for registration.

*Users:* Authorized representatives of provincial, national and foreign regulatory and enforcement agencies, including Commission employees, Commission members, RCMP and local police, exchanges, the Investment Dealers Association and self-regulatory organizations and legal counsel.

*Legal authority:* Securities Act, SA 1981, cS-6.1, as amended.

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### **Procedure manuals**

*None*

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**HEAD**

Superintendent  
12th Floor, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5J 2N6  
Telephone: (403) 493-7220  
Fax: (403) 422-4178

**ACCESS**

Freedom of Information and Privacy Coordinator  
11th Floor, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5J 2N6  
Telephone: (403) 493-7274  
Fax: (403) 427-9684

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the 11th floor, Alberta Treasury Branches Plaza, 9925 - 109 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 493-7274

**Mandate**

Alberta Treasury Branches (ATB) operates under the (Alberta) Treasury Branches Act. Its mandate is to:

- *provide a banking alternative for Albertans, with particular responsibility for provision of service in outlying areas of the province;*
- *give special attention to lending activities for agricultural operations, independent businesses, and consumer-related financial needs; and*
- *operate on a cost-conscious, profit-motivated basis, and to give fair value in exchange for income collected from customers for services rendered.*

ATB markets five basic services to Albertans: deposit accounts, investment programs, loans, mortgages, and money services.

ATB normally operates at arms length from the government, and records of its financial dealings with Albertans are not subject to the Freedom of Information and Protection of Privacy Act. Records that relate to non-arm's length transactions (as defined in Section 1(2) of the Freedom of Information and Protection of Privacy Act) between the Government of Alberta and a third party are subject to the act.

**Organization**

ATB's head office is in Edmonton. There is a General Office in Calgary as well as 145 branches and 128 agencies throughout the province. Please consult your phone book for the branch or agency nearest you.

**ADMINISTRATIVE SERVICES DIVISION****HEAD**

Minister of Community Development  
 227 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-4928  
 Fax: (403) 427-0188

**ACCESS**

Freedom of Information and Privacy Coordinator  
 7th Floor, Standard Life Centre  
 10405 Jasper Avenue  
 Edmonton, Alberta  
 T5J 4R7  
 Telephone: (403) 427-5160  
 Fax: (403) 427-0255

General information number: (403) 427-2565

**Mandate**

Community Development works to help communities help themselves, thus enriching the quality of life for all Albertans. It provides programs and services in support of the overall social and economic objectives of the province. Its activities cover the areas of community development, culture, recreation, human rights, cultural diversity and many of the issues related to women and seniors. It has a particular responsibility to protect lower income seniors through the administration of the Alberta Seniors Benefit Program. At the base of everything it does is a profound concern for human condition.

**Organization**

The department consists of three divisions, two branches, and nine affiliated public bodies. The divisions and branches are: Cultural Facilities and Historical Resources; Community and Citizenship Services; Administrative Services; Community Development Field Services; and Corporate Planning and Performance Measurement. The Communications Branch reports directly to the Deputy Minister. The department provides services to the public through its head office in Edmonton as well as a great number of museums, historic sites, interpretive centres and regional offices throughout the province. A list is provided in the RITE Directory.

The division directs, plans and co-ordinates the department's administrative support services. The division is responsible for internal services related to financial operations, human resources, administration, systems and information services, records management, and property and accommodation matters. The division handles legislation matters for the department as well as Order in Council and Ministerial Order appointments. It also handles the business affairs of the Alberta Order of Excellence Council. The object of the Order is to accord recognition to those persons who have rendered service of the greatest distinction and of singular excellence for or on behalf of the residents of Alberta.

**General classes or types of information**

*Records contain information common to all departments. Council records contain information on Investiture Ceremony, meetings, budgets and routine correspondence.*

- Members of the Order

**Personal information banks****Access cards and key holder distribution list**

*Location:* Administrative Services.

*Information maintained:* Employee name, signature, date issued, items retained, access card number, key type, location, and description where access is allowed.

*Individuals:* Departmental staff.

*Use:* Record distribution of access cards and keys for security purposes.

*Users:* Administrative Services staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

**Alberta Order of Excellence nominations**

*Location:* Policy and Financial Planning.

*Information maintained:* Names, addresses, résumés and supporting information.

*Individuals:* Various individuals from all walks of life.

*Use:* For considering individuals as members of the Order.

*Users:* Lieutenant Governor's Office, Members of the Council, Executive Secretary.

*Legal authority:* Alberta Order of Excellence Act.

**Department identity cards**

*Location:* Administrative Services.

*Information maintained:* I.D. number, employee name, division.

*Individuals:* Departmental staff.

*Use:* Record distribution of I.D. cards for control purposes.

*Users:* Administrative Services staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

### **Registered mail forms**

*Location:* Administrative Services.

*Information maintained:* Employee name, address, registered mail number, and access code.

*Individuals:* Departmental staff, vendor.

*Use:* Trace mail and ensure its delivery.

*Users:* Administrative Services staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

### **Procedure manuals**

*None*

## **CD 2**

### **COMMUNITY AND CITIZENSHIP SERVICES DIVISION**

The division's role is to support self-reliant cultural and recreation communities in Alberta and to promote the dignity and equality of all citizens. The goals are: to maintain a comprehensive policy framework for culture, recreation, seniors, women's, human rights and citizenship development in Alberta; to provide financial assistance to lower income seniors; to support broad participation opportunities for all Albertans in recreation and sport, literary, visual and performing arts, cultural industries, public libraries and cultural appreciation; and to promote the equality of all Albertans through citizenship education and adjudication support services.

#### **General classes or types of information**

*Records contain information, including reports and studies, pertaining to the planning, development and management of the Community and Citizenship Services Division. Records also contain information on financial assistance, cultural relations, visual arts, performing arts, film arts, literary arts, active living programs, indoor and outdoor facilities, games, international events, sports, recreation, library services, resource sharing, specific foundation operations, women's issues, policies, programs and services for seniors, human rights investigations and reviews, and multicultural programs.*

- Active living
- Advisory Council on Women's Issues
- Alberta Foundation for the Arts programs
- Alberta Seniors Benefit
- Alberta Sport, Recreation, Parks and Wildlife Foundation programs
- Arts exhibits, funding, programs
- Association funding
- Boards of inquiry – Human rights
- Children
- Citizenship policy and programs

- Community and municipal libraries
- Complaints – Human rights
- Court decisions – Human rights
- Cultural industries
- Cultural relations
- Economic status – Women
- Education – Women
- Employment – Women
- Ethno-cultural directory
- Exchanges of people and equipment
- Facilities
- Family
- Family recreation
- Festivals
- Film classification
- Financial assistance
- Funding of women's organizations
- Games (summer, winter sports) information
- Grants
- Health – Women
- Housing – Women
- Human rights
- Intergovernmental liaison
- Interjurisdictional matters – Women
- International matters – Women
- Legal issues – Women
- Leisure education
- Library systems
- Media education
- Media – Women
- Multiculturalism
- Municipal libraries
- Municipal parks
- Percy Page Centre
- Pornography
- Prostitution
- Recreation
- Resource sharing
- Reviews – Human rights
- Sport
- Sport and recreation associations
- Status of women
- Stepping stones
- Studies and surveys
- Task forces
- Violence against women
- Wintersport conference
- Women and sport
- Women's – Special circumstances
- Workshops
- Youth development strategies

#### **Personal information banks**

##### **Alberta Seniors Benefit**

*Location:* Seniors Branch.

*Information maintained:* Alberta Seniors Benefit client files, computer system generated reports. Name,



address, telephone number and a number of other identifiers.

*Individuals:* Senior citizens, spouses and dependants.

*Use:* Determine eligibility of seniors to receive benefits and house updates to client status.

*Users:* Alberta Seniors Benefit staff and Alberta Health.

*Legal authority:* Seniors Benefit Act and Regulations.

### Artists files

*Location:* Beaver House.

*Information maintained:* Biographies of artists in Alberta Foundation for the Arts collections and information related to artwork.

*Individuals:* Artists in the visual arts areas.

*Use:* Research, publication, employment reference.

*Users:* General public, educational institutes, arts organizations and staff of the Alberta Foundation for the Arts.

*Legal authority:* Alberta Foundation for the Arts Act.

### Grants to individuals

*Location:* Beaver House.

*Information maintained:* Names, addresses, project descriptions, financial statements, budgets and other personal information.

*Individuals:* Visual artists, performers, composers, writers, film and video artists.

*Use:* Payments, research, employment references, publication.

*Users:* Staff, general public, educational institutions, arts organizations.

*Legal authority:* Alberta Foundation for the Arts Act.

### Human Rights complaint files

*Location:* Human Rights Commission – Edmonton and Calgary.

*Information maintained:* Names, addresses, telephone numbers and all related complaint correspondence.

*Individuals:* Members of the public, organizations, etc.

*Use:* Investigate complaints brought to the Human Rights Commission and bring resolution to the complaint.

*Users:* Complainant and respondent, legal counsel, Human Rights Commission staff, Human Rights Commissioner and Office of the Ombudsman.

*Legal authority:* Individual's Rights Protection Act.

### Procedure manuals

- Alberta Multiculturalism Commission Financial Assistance Policies and Procedures
- Association Funding Manual
- Athlete Development Manual
- Human Rights Complaints Policy and Procedure Manual
- National Coaching Certification Manual
- Recreation Development Grants Manual

## COMMUNITY DEVELOPMENT FIELD SERVICES BRANCH

The branch's role is to work with communities to increase their self-sufficiency in creating and sustaining community based development and in managing their own resources.

### General classes or types of information

*Correspondence, information, reports and studies pertaining to the general aspects of the provision of community development field services.*

- Board development
- Community files
- Customer service reports
- Volunteer development
- Workshops/seminars

### Personal information banks

*None*

### Procedure manuals

*None*

## CORPORATE PLANNING AND PERFORMANCE MEASUREMENT BRANCH

The branch is responsible for preparing the department's business plan, strategic planning, co-ordination of performance measurement indicators and productivity audits, within the department's corporate objectives.

### General classes or types of information

*Business plans, performance measurement reporting documents, Minister's reports, directives from Treasury and Standing Policy Committee. See also Common Records.*

### Personal information banks

*None*

### Procedure manuals

*None*

## CULTURAL FACILITIES AND HISTORICAL RESOURCES DIVISION

The division is facility based. It offers Albertans and tourists high quality educational and cultural experiences through a network of 18 provincial heritage attractions and 2 jubilee auditoria. It also operates heritage preservation and resource management programs, and works with community based groups in these areas. The objectives are: to successfully blend cultural, social, scientific and economic benefits from

resource bases; to operate multipurpose performing arts centres in Edmonton and Calgary; to collect and preserve significant specimens, artifacts and documents concerning Alberta; to increase and disseminate knowledge of Alberta's natural and human history through exhibition, research and educational programs; to be a public and scientific museum dedicated to the collection, conservation, research, display and interpretation of palaeontological history with a particular emphasis on Alberta's rich fossil heritage; to provide for the preservation and development of sites which commemorate the people and historic events significant to Alberta's history; to acquire, preserve and make accessible for research original records of enduring value relating to the history of Alberta; and to help foster local initiatives in the preservation and interpretation of Alberta's heritage.

The Glenbow-Alberta Institute promotes and encourages the acquisition and diffusion of knowledge of man, his arts, his history and the nature of the world in which he lives, in such a manner as to best serve the educational and cultural needs of the peoples of Alberta.

The Government House Foundation informs and stimulates the interest of the public in the historical and architectural development of Government House.

### **General classes or types of information**

*Copies of some operational records are held at the division level along with a number of administrative records.*

*Branch level records are: lessee files, information on specimens and artifacts related to natural and human history, exhibitions, research and educational programs, scientific data, permits, field research, architectural preservation, designations, refurbishing, technical evaluations, projects, accessions, acquisitions, collections management, programs, services, and heritage preservation.*

- Accessions
- Acquisitions – Archives
- Advisory Services
- Alberta Historical Resources Foundation
- Alberta Main Street Program
- Alberta palaeontology
- Ammonite mining
- Applications – Ammonite
- Archaeological permits
- Archaeological survey
- Area development
- Auditoria
- Bookbinding
- Botany
- Bridges
- Cairns
- Coal exploration
- Coal mines

- Collections management
- Conservation programs
- Crown minerals
- Curatorial management
- Dams
- Deaccessioning
- Designation of sites, buildings, structures, etc.
- Dikes
- Ecological development
- Ethnology
- Exhibitions
- Exhibits
- Folk life
- Forestry
- Geographical names
- Geology
- Geophysical survey programs
- Glenbow-Alberta Institute
- Government history
- Government House Foundation
- Graphics and display programs
- Gravel pits
- Grazing leases
- Heavy oil schemes
- Heritage Preservation Partnership Program
- Heritage sites
- Historic resources impact assessments
- Historic sites
- Ichthyology
- Industrial plant sites
- Integrated resource plans
- Intern program
- Interpretive development
- Inventory of historic sites
- Invertebrate zoology
- Irrigation
- Lessee files (auditoria)
- Mammalogy
- Ornithology
- Palaeontological permits
- Palaeontology
- Petroleum and natural gas schedules
- Pipelines
- Plaques
- Points of interest
- Programs and projects
- Provincial Archives
- Provincial Historic Sites
- Provincial Museum programs
- Public Records Committee
- Quaternary palaeontology
- Referrals
- Reservoirs
- Restoration programs
- Royal Tyrrell Museum of Palaeontology
- Show files (auditoria)
- Special projects
- Subdivisions

- Tours
- Visits
- Volunteer program
- Western Canadian history

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## Personal information banks

### Accession records

*Location:* Glenbow Museum.

*Information maintained:* Name and address of donor, appraisal of value, basic description of donation.

*Individuals:* Persons who have donated or sold items to the museum.

*Use:* Maintain a record of donations to the museum and generate tax receipts.

*Users:* Registration and curatorial staff.

*Legal authority:* Glenbow-Alberta Institute Act.

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### Accession Register

*Location:* Glenbow Archives.

*Information maintained:* Name, address, appraisal value and description of donation. Information on material donated to the Archives, loaned for copying or purchased.

*Individuals:* Persons or organizations.

*Use:* Maintain a record of donations to the Glenbow Archives and generate tax receipts.

*Users:* Glenbow Archives staff.

*Legal authority:* Glenbow-Alberta Institute Act.

---

### Donor files

*Location:* Royal Tyrrell Museum.

*Information maintained:* Name, address, item donated and correspondence related to the donation.

*Individuals:* Private collectors, general public.

*Use:* Maintain information on various items donated to the museum.

*Users:* Branch staff.

*Legal authority:* Historical Resources Act.

---

### Individual donor files

*Location:* Glenbow Development Office.

*Information maintained:* Name, address, telephone number and gift giving history.

*Individuals:* Individuals who have donated money to the Glenbow Museum.

*Use:* Fundraising.

*Users:* Development office staff.

*Legal authority:* Glenbow-Alberta Institute Act.

---

### Insurance records

*Location:* Glenbow Library.

*Information maintained:* Insurance number, cost, source, author and title. Information on books purchased or donated to the Glenbow Library.

*Individuals:* Persons who have donated or sold books to the Glenbow Library.

*Use:* Maintain a record of purchases and donations to the Glenbow Library and generate tax receipts.

*Users:* Glenbow Library staff.

*Legal authority:* Glenbow-Alberta Institute Act.

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### Loan records

*Location:* Provincial Museum of Alberta.

*Information maintained:* Name, address, telephone number, place of employment.

*Individuals:* General public, researchers, educators, artists, etc.

*Use:* Track movement/location of collections.

*Users:* Museum staff.

*Legal authority:* Historical Resources Act.

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### Mailing list

*Location:* Provincial Museum of Alberta.

*Information maintained:* Name, address, postal code.

*Individuals:* General public, media, Government of Alberta personnel.

*Use:* Used as a mailer for promotional purposes.

*Users:* Provincial Museum staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### Other fees and revenues/registration forms

*Location:* Royal Tyrrell Museum.

*Information maintained:* Name, address, medical concerns, food allergies, evaluation forms, comments.

*Individuals:* General public, school groups, organizations.

*Use:* Attendance at museum programs and events.

*Users:* Royal Tyrrell Museum staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### Permits

*Location:* Royal Tyrrell Museum.

*Information maintained:* Name, permit location, resource excavated.

*Individuals:* Commercial dealers, private collectors.

*Use:* Retain information on excavated resources.

*Users:* Historical Resources staff, Royal Tyrrell Museum staff.

*Legal authority:* Historical Resources Act.

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### Registration records

*Location:* Provincial Museum of Alberta.

*Information maintained:* Name, address, telephone number, history of artifact/specimen.

*Individuals:* Collectors, general public.

*Use:* Provenance of artifacts/specimens.

*Users:* Museum staff.

*Legal authority:* Historical Resources Act.



## Source files

*Location:* Glenbow Museum.

*Information maintained:* Name and address of donor, detailed information relating to the history of the item donated and historical/genealogical information relating to the owner/previous owners, users or creator of the item.

*Individuals:* Individuals who are related in some way to the items in the collection. May be donors and or owners/users/creators of items.

*Use:* Information for research or exhibition purposes.

*Users:* Museum staff and public researchers.

*Legal authority:* Glenbow-Alberta Institute Act.

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## Volunteer mailing list and skills bank

*Location:* Provincial Museum of Alberta.

*Information maintained:* Name, address, postal code, telephone numbers, skills and abilities.

*Individuals:* General public.

*Use:* Selection of volunteers for programs and events.

*Users:* Museum staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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## Procedure manuals

- Alberta Historical Resources Foundation Bylaws
- Archivist Policy and Procedures
- Policy for the Heritage Preservation Partnership Program

## HEAD

Minister of Community Development  
227 Legislature Building  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-4928  
Fax: (403) 427-0188

## ACCESS

Freedom of Information and Privacy Coordinator  
12845 - 102 Avenue  
Edmonton, Alberta  
T5N 0M6  
Telephone: (403) 427-1750  
Fax: (403) 427-4646

A public reference room for the review of archive records, manuals and other information is open Tuesday and Wednesday from 9:00 a.m. to 9:00 p.m., Thursday and Friday from 9:00 a.m. to 4:30 p.m. and Saturday from 9:00 a.m. to 5:00 p.m. at 12845 - 102 Avenue, Edmonton.

The public reference room is wheelchair accessible.

General information number: (403) 427-1750

## Mandate

The mandate of the Provincial Archives of Alberta is to acquire, preserve and make accessible for research original records of enduring value relating to the history of Alberta. This includes records of the Alberta government, as well as private manuscripts, maps, architectural drawings, photographs, audio, video and motion picture film. The Provincial Archives of Alberta provides direction and advisory services on the management of recorded information to the Government of Alberta. Frequently used collections include surveying records, census, ship's passenger lists, homestead files, vital statistics, family and local histories, health, court, school and church records. The Provincial Archives of Alberta maintains a nonlending reference library and a public reference room which are open to the public.

The Provincial Archives is the official repository for all non-current public records of enduring value generated by the provincial government and its departments and agencies.

The Provincial Archives also seeks to acquire from the private sector non-current unpublished records in any media which reflect the history of Alberta.

For further information contact the Provincial Archives of Alberta.

The Provincial Archives has published leaflets and guides available for use in the reference room on:

- *Provincial Archives of Alberta Government Records Collection. A Survey of the Records of the Alberta Government held in the Archives and a Guide to their Use*
- *Sources for Women's History at the Provincial Archives of Alberta Occasional Paper No. 2 (Revised 1989)*
- *A Guide to the Archives of the United Church of Canada, Alberta and Northwest Conferences*
- *A Guide to the Archives of the Oblates of Mary Immaculate Province of Alberta-Saskatchewan*
- *The letters of Lovisa McDougall, 1878-1887 (1978)*
- *Sources for Women's History at the Provincial Archives of Alberta (Revised 1989)*
- *Voices of Alberta: A Survey of Oral History Completed in Alberta to 1980 (1981)*
- *Voix Albertaines (supplement to Voices of Alberta) (1983)*
- *Writing Local History (Revised 1987)*
- *Images in Time: A Basic Guide to the Processing and Preservation of Historical Photographs (1982)*
- *Departmental History Series: Consumer and Corporate Affairs (1983)*
- *Department History Series: Municipal Affairs (1984)*
- *Alberta's Archives: Preserving our Documentary Heritage (1984)*
- *Provincial Archives of Alberta: A Guide for Records Managers (Revised 1990)*
- *Government Records Collections Held in the Provincial Archives of Alberta (Revised 1989)*
- *Alberta's Local Histories in the Historical Resources Divisional Library (Revised 1989)*
- *Native People in Alberta: A Bibliographic Guide (1988)*
- *Provincial Archives in Alberta (Revised 1993)*
- *Reference Services (Revised 1991)*
- *Sources francophones (Révisé 1991)*
- *Cartographic Collections (1991)*
- *Ethno-Cultural Sources (Revised 1993)*
- *Genealogical Sources (Revised 1993)*
- *Church Archives (Revised 1991)*
- *Judicial Records (1991)*
- *Moving Image Collection (1991)*

## Organization

The Provincial Archives of Alberta functions within the Historic Sites and Archives Service Branch of the Cultural Facilities and Historical Resources Division of Alberta Community Development.

**Government Records Program** is responsible for the acquisition, preservation, arrangement, description and reference to all non-current records created by the government and scheduled for transfer to the Archives. The program advises departments on scheduling of public records and is responsible for the management of the records deposited at the Provincial Archives of Alberta.

**Manuscripts Program** acquires non-current primary source textual records including maps and microfilm copies of records which reflect the history of Alberta from private companies, individuals, societies, municipal governments, etc.

The manuscript collection includes several church archives and the Oblates of Mary Immaculate records. Through their mission work with the Metis and the Indians, the Oblate priests collected much valuable information about the development of Alberta.

**Audio/Visual and Technical Services Program** acquires non-current photographs, films, audiotapes, videotapes, sound disks and other audiovisual records which reflect the history of Alberta.

**Freedom of Information and Protection of Privacy Program** responds to public requests for information that is subject to the Freedom of Information and Protection of Privacy Act which is in the custody of the Provincial Archives of Alberta. Requests are received and the Freedom of Information and Protection of Privacy Act is applied.

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## General classes or types of information

*The Provincial Archives of Alberta has a number of different collections of records of historic interest. These collections can be categorized as follows:*

- **Acquisitions – Elected Public Officials Record** – Documentation on all records donated to the province by elected public officials. This area includes case files.
- **Acquisitions – Public Record** – Documentation on the acquisition of records from the various departments of the Alberta government. This includes case files.
- **Acquisitions General** – Documentation on all acquisitions (manuscripts and audiovisual materials) sought or donated to the province. This includes case files.
- **Accession Files** – Individual case files on records deposited at the Provincial Archives of Alberta.

- **Accession Registers** – Numerical list of records deposited at the Provincial Archives of Alberta.
- **Collections Management/Conservation** – Documentation on all accessions, media conversion, conservation, arrangement and description of records. This includes case files.
- **Government Records Unit** – Documentation on the Provincial Archives of Alberta's role and responsibility in the provincial government's Records Management Program.
- **Operations General** – General information on conservation and other topics that are not covered by a specific category.
- **Programs and Projects** – Documentation on all programs and projects undertaken by the Provincial Archives of Alberta that have not been listed elsewhere (e.g., funding program, exhibitions).
- **Public Records Committee** – Documentation on all of the Public Records Committee's business policies and procedures, records disposition issues, and Public Records Committee case files. Superseded by the Alberta Records Management Committee on April 1, 1995.
- **Public Records Committee Schedules** – Schedules governing the disposition of provincial government records. Superseded by the Alberta Records Management Committee Schedules on April 1, 1995.
- **Services** – Documentation on the services offered/provided by the Provincial Archives of Alberta (e.g., loans, reference services, reproduction services).

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## Personal information banks

*The Freedom of Information and Protection of Privacy Act does not affect access to records of the Provincial Archives of Alberta that were unrestricted before the coming into force of this Act. The personal information banks listed pertain to those records in the custody and control of the Provincial Archives of Alberta that have had restrictions placed on them in the past and now will be subject to the Freedom of Information and Protection of Privacy Act.*

*The Public Records Regulation (Alta. Reg. 373/83) cited as the legal authority for the following personal information banks was superseded by the Records Management Regulation (Alta. Reg. 57/95) on April 1, 1995.*

## Adoption

**Location:** Provincial Archives of Alberta – 1934 (PAA 93.301).

**Information maintained:** Records created by the Adoption Registry. Consists of paper adoption legal forms and correspondence from social workers and clients regarding various adoptions.



*Individuals:* Children for adoption, families wishing to adopt children.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult case files (Family Court)**

*Location:* Provincial Archives of Alberta – 1966 (PAA 87.305), 1970-79 (PAA 88.202), 1973 (PAA 83.473), 1977 (PAA 84.128), 1978 (PAA 85.72).

*Information maintained:* Separated/divorced persons case files. Includes maintenance agreements or orders that have been paid in full or terminated.

*Individuals:* People involved in Family Court proceedings.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult criminal case files (mentally incompetent)**

*Location:* Provincial Archives of Alberta – 1967-71 (PAA 86.220).

*Information maintained:* Files dealing with persons judged to be mentally incompetent. Includes correspondence and certificates of persons remanded/committed into mental institutes.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult Inmates Board of Inquiry**

*Location:* Provincial Archives of Alberta – 1979-82 (PAA 89.221), 1973-78 (PAA 85.73).

*Information maintained:* Includes inquiries initiated by inmates regarding injuries, complaints, disturbances, escapes, etc.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (Belmont)**

*Location:* Provincial Archives of Alberta – 1955-70 (PAA 75.534), 1964-76 (PAA 83.326).

*Information maintained:* Specimen adult inmate case files from the Belmont Correctional Institute, which may contain warrants of committal, inmate requests, classification reports etc.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

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*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (Calgary)**

*Location:* Provincial Archives of Alberta – 1952-78 (PAA 80.217), 1974-74 (PAA 84.20), 1975-78 (PAA 80.103), 1980 (PAA 85.172).

*Information maintained:* Specimen adult inmate case files from the Calgary Remand Centre and Calgary Correctional Institute, which may contain warrants of committal, inmate requests, classification reports, admittance lists, etc. Also includes prisoner admittance lists, 1974-75.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (Fort Saskatchewan)**

*Location:* Provincial Archives of Alberta – 1914-64 (PAA 80.216), 1917-45 (PAA 88.329), 1959-64 (PAA 88.330), 1972-80 (PAA 88.594), 1974-76 (PAA 82.46).

*Information maintained:* Specimen adult inmate case files from the Fort Saskatchewan Correctional Institute, which may contain warrants of committal, inmate requests, classification reports, admittance lists, etc.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (Lethbridge Correctional Institute)**

*Location:* Provincial Archives of Alberta – 1911-62 (PAA 78.138), 1919-59 (PAA 80.214), 1933-57 (PAA 78.139), 1946-64 (PAA 83.39), 1963-65 (PAA 80.215), 1965-76 (PAA 83.23), 1972-76 (PAA 83.243).

*Information maintained:* Specimen adult inmate case files from the Lethbridge Correctional Institute, which may contain warrants of committal, inmate requests, classification reports, etc. Also includes letters written by and to inmates.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (medical)**

*Location:* Provincial Archives of Alberta – 1980 (PAA 88.180), 1981 (PAA 87.394), 1986 (PAA 92.254).

*Information maintained:* Specimen adult inmate case files, which may contain documents on medical assessment and treatment of inmates, such as doctors' examination/orders, infirmary notes, graphic charts, x-rays, medication records, psychological evaluations.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (mug shots)**

*Location:* Provincial Archives of Alberta – 1946-58 (PAA 85.47).

*Information maintained:* Photographs of suspects arrested by Edmonton Police.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (Peace River Correctional Centre)**

*Location:* Provincial Archives of Alberta – 1964-76 (PAA 82.216).

*Information maintained:* Specimen adult inmate case files from the Peace River Correctional Centre, which may contain warrants of committal, inmate requests, classification reports, etc.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (transfers)**

*Location:* Provincial Archives of Alberta – 1978-84 (PAA 90.584), 1979-80 (PAA 86.77), 1980-86 (PAA 92.441).

*Information maintained:* Includes correspondence relating to the movement or transfer of an inmate to or from a correctional centre to a federal penitentiary, or another correctional centre. May include transfer lists (lists of inmates for transfer), Inmate Movement and Discharge Sheets, monthly reports, transfer authorizations and denials, copies of RCMP's Form C-13 (transfers from federal to provincial custody).

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate case files (various locations in Alberta)**

*Location:* Provincial Archives of Alberta – 1956-88 (PAA 75.137), 1964 (PAA 83.235), 1978-87 (PAA 92.536), 1985-88 (PAA 93.637).

*Information maintained:* Specimen adult inmate case files, which may contain warrants of committal, personal effects description sheets, inmate requests classification reports, etc.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult inmate violation reports (Edmonton Remand Centre)**

*Location:* Provincial Archives of Alberta – 1984 (PAA 90.278).

*Information maintained:* Inmate violation reports from the Edmonton Remand Centre.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Adult probation case files (probation)**

*Location:* Provincial Archives of Alberta – 1957-69 (PAA 78.8), 1963-79 (PAA 75.178), 1966-75 (PAA 79.62), 1967-75 (PAA 80.179), 1967-75 (PAA 81.179), 1969-72 (PAA 78.39), 1969-75 (PAA 80.172), 1976 (PAA 82.36), 1977 (PAA 83.88), 1977 (PAA 83.130), 1979 (PAA 86.11), 1982-86 (PAA 92.535), 1983-87 (PAA 93.638), 1986-88 (PAA 93.249).

*Information maintained:* Specimen probation case files from various correctional institutes in the province. Files may contain pre-sentence reports, probation orders, temporary absent permits, identification sheets, summary of case and progress reports on inmates.

*Individuals:* Individuals granted probation or parole.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Agricultural loans (farmers)**

*Location:* Provincial Archives of Alberta – 1958-80 (PAA 84.138).

*Information maintained:* Specimens of case files dealing with loans provided to farmers by the Alberta Agricultural Development Corporation or its predecessor, the Farm Purchase Board.

*Individuals:* Farmers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulations (Alta. Reg. 373/83).

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### **Alcoholism and drug abuse**

*Location:* Provincial Archives of Alberta – 1962-77 (PAA 84.278), 1975-92 (PAA 91.54), 1985-87 (PAA 93.276), 1986-89 (PAA 94.166), 1987-89 (PAA 94.13).

*Information maintained:* Records created by the Alberta Alcohol and Drug Abuse Commission containing specimens of case files on individuals who seek professional help with drug or alcohol problems. Files for repeat impaired driving offenders.

*Individuals:* Alcoholics and drug abusers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Assured Income for the Severely Handicapped**

*Location:* Provincial Archives of Alberta – 1979-82 (PAA 89.295).

*Information maintained:* Names, addresses, dates of birth of individuals who have applied for the Assured Income for the Severely Handicapped Program. Also includes social worker's report, application, medical report, data decision sheet, copy of Social Assistance application.

*Individuals:* Individuals applying for the program.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Burials (indigent individuals)**

*Location:* Provincial Archives of Alberta – 1982-84 (PAA 90.345), 1986-87 (PAA 93.53).

*Information maintained:* Files contain name, copy of death certificate, cause of death and burial date.

*Individuals:* Indigent individuals.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child custody**

*Location:* Provincial Archives of Alberta – 1981 (PAA 90.307).

*Information maintained:* Specimen case files on the investigation of cases involving disputes over the custody of children.

*Individuals:* Children.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child group homes**

*Location:* Provincial Archives of Alberta – 1980-82 (PAA 92.407).

*Information maintained:* Case files on various group homes in Alberta.

*Individuals:* Children.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child maintenance**

*Location:* Provincial Archives of Alberta – 1937-70 (PAA 76.347).

*Information maintained:* Specimen case files on legal action against fathers of children whose parents are unmarried. Includes child's name, date and place of birth. Name and date of birth of both parents. Maintenance support court papers and requirement to pay orders.

*Individuals:* Children, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulations (Alta. Reg. 373/83).

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### **Child welfare (foster parents)**

*Location:* Provincial Archives of Alberta – 1957-68 (PAA 74.280), 1958-69 (PAA 73.515), 1961-69 (75.175), 1964-71 (PAA 76.378), 1971-76 (PAA 79.176).

*Information maintained:* Files include applications, home studies, and evaluation sheets.

*Individuals:* Foster parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child welfare case files**

*Location:* Provincial Archives of Alberta – 1946-68 (PAA 74.413), 1970-79 (PAA 91.10), 1970-82 (PAA 93.115).

*Information maintained:* Specimens of child welfare files which fall under the authority of the Juvenile Delinquent Act.

*Individuals:* Child welfare.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child welfare wardship**

*Location:* Provincial Archives of Alberta – 1946-57 (PAA 76.210), 1950-68 (PAA 75.7), 1958-67 (PAA 72.267), 1959-64 (PAA 76.387).



*Information maintained:* Case files which include child's name, date of birth, length of wardship, parents' names and place of birth, reason for wardship. Also files on complaints, maintenance and surrenders of wards.

*Individuals:* Children, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Civil servant employee files**

*Location:* Provincial Archives of Alberta – 1905 (PAA 89.212), 1981 (PAA 86.79).

*Information maintained:* Specimen case files of government employees. May contain name, employee number and position description, attendance sheets, etc.

*Individuals:* Civil servants.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Civil servant grievances**

*Location:* Provincial Archives of Alberta – 1982 (PAA 88.338).

*Information maintained:* Correspondence relating to the handling of employee grievances.

*Individuals:* Civil servants.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Civil servant Long Term Disability Income claims**

*Location:* Provincial Archives of Alberta – 1983-84 (PAA 93.495), 1983-84 (PAA 91.235), 1985 (PAA 92.170), 1984-85 (PAA 91.521), 1987 (PAA 94.14).

*Information maintained:* Claims forms, including correspondence, and confidential medical and salary information on staff receiving Long Term Disability Income.

*Individuals:* Employees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Cleft palate and juvenile amputees**

*Location:* Provincial Archives of Alberta – 1919-79 (PAA 91.302).

*Information maintained:* Includes personal and medical histories of patients and correspondence related to diagnosis, assessment and treatment of Albertans with cleft palates and juvenile amputees.

*Individuals:* Persons documented in files.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Commissioner for Oaths**

*Location:* Provincial Archives of Alberta – 1914-74 (PAA 89.412), 1958-79 (PAA 86.450), 1980-83 (PAA 91.125).

*Information maintained:* Case files on individuals appointed as a Commissioner for Oaths. Files contain completed original application forms, copy of the appointment certificate and some correspondence relating to applications and renewal of appointments. Also contains changes of address, names of employers and letters of resignation.

*Individuals:* Commissioner for Oaths.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Coroners files**

*Location:* Provincial Archives of Alberta – 1927-77 (PAA 80.346), 1928-67 (PAA 81.376), 1885-1928 (PAA 68.261), 1910-28 (PAA 67.172), 1906-14 (PAA 66.166).

*Information maintained:* Case files which include Certificate of Coroner, Certificate of Witness who Identifies a Deceased Person, preliminary report of death, post mortem authority, hospital post mortem reports and pathology reports, reports of analysis (blood, urine) medical certificate of death, accounts from funeral homes and doctors, etc.

*Individuals:* Deceased individuals.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Correctional volunteers**

*Location:* Provincial Archives of Alberta – 1981 (PAA 86.141), 1981-83 (PAA 84.126).

*Information maintained:* Specimen case files include volunteer service application form, identification card, security check, non-legal binding contract outlining assignments the volunteer will be carrying out and a termination report.

*Individuals:* Volunteers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Cremation, dissection or shipment of body out of Alberta**

*Location:* Provincial Archives of Alberta – 1977-79 (PAA 83.165), 1984-88 (PAA 92.17), 1977-88 (PAA 87.93), 1980-83 (PAA 85.184).

*Information maintained:* Microfilm copies of the certificate prepared by a Medical Examiner for shipment, cremation or dissection of body. Includes name, time of death, cause of death.

*Individuals:* Deceased individuals.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Criminal case files (Crown Prosecutor)**

*Location:* Provincial Archives of Alberta – 1927-71 (PAA 84.67), 1928-72 (PAA 83.442), 1958-81 (PAA 83.393), 1969-76 (PAA 93.106), 1970-76 Grande Prairie (PAA 81.375), 1974-78 (PAA 80.229), 1978 (PAA 81.374), 1978 Peace River (PAA 81.375), 1979 (PAA 84.125), 1979-80 (PAA 83.226), 1979 (PAA 82.16).

*Information maintained:* Case files on individuals charged under various federal and provincial statutes. Contains various court documents such as Report of Committal, Warrant of Committal upon Conviction Indictment, Information, Conviction, Notice of Appeal, Notice of Motion, Adjournment, report of Criminal Trial, report of Criminal Appeal and Transcripts. Also contains City Police and RCMP reports, accounts, court briefs, correspondence relating to the charge being prosecuted and disposition of outstanding charges and copies of Crown Counsel Case Reports.

*Individuals:* Persons charged with crimes.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Custody disputes**

*Location:* Provincial Archives of Alberta – 1981 (PAA 90.307).

*Information maintained:* Specimen case files regarding disputes over custody of children. May contain names and dates of birth, ages and addresses.

*Individuals:* Children, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Disability pensions (federal)**

*Location:* Provincial Archives of Alberta – 1960-83 (PAA 90.287).

*Information maintained:* Specimen disability pension case files. Files may include client information, family background, place of residence, annual statements of the pensioner, etc.

*Individuals:* Pensioners.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Educational complaints**

*Location:* Provincial Archives of Alberta – 1971-81 (PAA 86.519).

*Information maintained:* Files contain the complaint, background material, correspondence regarding the complaint, reports and summaries. Correspondence and reports relating to problems or complaints concerning students, school jurisdictions, parents and/or teachers.

*Individuals:* Students, teachers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Employer-employee mediation case files (Calgary and Edmonton office, Employment Standards Branch)**

*Location:* Provincial Archives of Alberta – 1915-72 (PAA 86.159), 1945-80 (PAA 93.496), 1945-81 (PAA 94.24), 1949-73 (PAA 86.398), 1951-79 (PAA 92.169), 1941-75 (PAA 87.174), 1965-74 (PAA 93.469), 1976 (PAA 91.332), 1947-75 (PAA 88.10).

*Information maintained:* Service case files pertaining to the mediation and conciliation of labour disputes in Alberta.

*Individuals:* Employees and employers involved in dispute.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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## **Employment initiative programs**

*Location:* Provincial Archives of Alberta – 1977-78 (PAA 85.446), 1979-85 (PAA 93.50), 1979-85 (PAA 88.548), 1980 (PAA 89.11), 1980-85 (PAA 88.490), 1984-86 (PAA 93.508), 1985 (PAA 93.470), 1985-86 (PAA 93.549), 1986-87 (PAA 88.544).

*Information maintained:* Case files of people in employment initiative programs such as Priority Employment Program (PEP) or Summer Temporary Employment Program (STEP).

*Individuals:* Employees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Estate probate files**

*Location:* Provincial Archives of Alberta – 1964-77 (PAA 79.50), 1964-77 (PAA 79.365), 1964-77 (PAA 79.373).

*Information maintained:* Individual case files concerning the estate tax for Alberta residents who died after April 1, 1967. Contains legal documents such as wills.

*Individuals:* Lawyers, executor of estates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Eugenics case files**

*Location:* Provincial Archives of Alberta – 1929-72 (PAA 88.211).

*Information maintained:* Specimen file contains alphabetical cross reference of cases; copies of Sexual Sterilization Act and Regulations; correspondence and administrative procedures related to the Act; repeal of the Act, sterilization procedures. Statistics re: cases presented and surgery performed or deferred; appointments of physicians for surgery; recommendations re: sterilization; requests to reverse sterilizations; consent forms; pathological tissue reports.

*Individuals:* Patients undergoing eugenics.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Family and Youth Court files**

*Location:* Provincial Archives of Alberta – 1949 (PAA 89.507).

*Information maintained:* Specimen case files regarding the maintenance, custody of and access to children. Documents may include applications, affidavits, notices, orders, certificates, summonses, etc.

*Individuals:* Children and parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Family relations**

*Location:* Provincial Archives of Alberta – 1976-86 (PAA 93.80).

*Information maintained:* Individual case files consist of specimens of family conciliation service files. Files include assessment, referral, counselling and mediation of disputes over such issues as maintenance and child custody arrangements.

*Individuals:* Families.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Farm implement dealers complaint files**

*Location:* Provincial Archives of Alberta – 1973-83 (PAA 90.447).

*Information maintained:* Contains correspondence from individuals filing formal complaints against farm implement dealers.

*Individuals:* Farmers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Fire and arson investigations**

*Location:* Provincial Archives of Alberta – 1927-66 (PAA 74.170), 1981 (PAA 92.167).

*Information maintained:* Reports and documentation used to identify the cause of a fire. In several cases arson is involved and consequently access to these files needs to be restricted, especially when an arson case may take several years before it is actually closed.

*Individuals:* Arsonists.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Fraud investigations (welfare)**

*Location:* Provincial Archives of Alberta – 1972 (PAA 88.389), 1980-86 (PAA 93.494), 1983-84 (PAA 93.90), 1989 (PAA 92.301).

*Information maintained:* Specimens of welfare investigation client files. Includes investigation referral forms, reports, information, complaint forms, and warrants. May contain names, addresses, social insurance numbers and dates of birth of individuals accused of fraud.

*Individuals:* Welfare recipients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Geriatric care**

*Location:* Provincial Archives of Alberta – 1964-77 (PAA 88.359), 1970 (PAA 80.118), 1971 (PAA 79.177), 1971-72 (PAA 79.178), 1972-73 (PAA 80.117).

*Information maintained:* Specimens of individual patient files created by the Business office of Rosehaven Geriatric Centre, Camrose relating to the settling of



accounts. Also includes patients trust account register 1969-70, patient's trust cancelled cheques, in-main register, patient's comfort demand slips-allowance, individual patient files – deceased or discharged.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Handicapped - Mentally and physically**

*Location:* Provincial Archives of Alberta – 1946-68 (PAA 91.516).

*Information maintained:* Case files from the Special Areas Board of the Department of Municipal Affairs regarding patients with mental health conditions.

*Individuals:* Patients, physicians.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Handicapped – Mentally (Criminal Law)**

*Location:* Provincial Archives of Alberta – 1928-70 (PAA 81.31).

*Information maintained:* Case files from the Criminal Law Division of the Department of Attorney General dealing with persons judged mentally incompetent and having been involved in some criminal activity. Includes correspondence and certificates of persons remanded/committed into mental institutions.

*Individuals:* Patients, physicians.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Health insurance**

*Location:* Provincial Archives of Alberta – 1979-84 (PAA 91.337).

*Information maintained:* Case files dealing with Emergency Financial Assistance claims for medical attention received outside the province of Alberta.

*Individuals:* Claimants.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Homes for unwed mothers**

*Location:* Provincial Archives of Alberta – Woodside Home 1964-76 (PAA 85.182), 1976-83 (PAA 88.450), Hilltop House 1965-78 (PAA 86.421), Beulah Home 1916-64 (PAA 78.50).

*Information maintained:* Client case files containing name, date of birth, due date and date of child's birth.

*Individuals:* Expectant mothers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. 373/83).

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### **Human rights case files**

*Location:* Provincial Archives of Alberta – 1966-75 (PAA 84.80), 1966-80 (PAA 88.121), 1971-83 (PAA 93.278), 1971-83 (PAA 94.52), 1973-76 (PAA 86.436), 1973-76 (PAA 87.164), 1976-78 (PAA 89.258), 1978-79 (PAA 90.358), 1978-85 (PAA 92.81).

*Information maintained:* Case files dealing with complaints of discrimination by sex, race, age or religion, filed with the Human Rights Commission. Files contain complaint forms, memoranda, investigation reports, settlements and case summaries.

*Individuals:* Case file individuals.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Industrial wage security**

*Location:* Provincial Archives of Alberta – 1938-76 (PAA 87.177), 1947-81 (PAA 92.176), 1953-77 (PAA 88.127), 1974-80 (PAA 91.159).

*Information maintained:* Individual case files concerning money held in trust to cover employees' earnings, wages and entitlements in the coal and lumber industry.

*Individuals:* Coal miners and lumberjacks.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Inquiry/complaint files**

*Location:* Provincial Archives of Alberta – 1976-85 (PAA 91.153), 1978-83 (PAA 89.115), 1980-84 (PAA 90.111), 1986 and prior (PAA 93.126).

*Information maintained:* Includes general inquiry and complaint cases regarding issues addressed to the Attorney General by the general public.

*Individuals:* General public.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile offenders (court cases)**

*Location:* Provincial Archives of Alberta – 1952-67 (PAA 72.246), 1982-84 (PAA 93.111).

*Information maintained:* Specimen case files which may include records of hearings, transcripts and correspondence relating to trials. Reports and

background documentation concerning offenders in Alberta.

*Individuals:* Juvenile offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile offenders (probation)**

*Location:* Provincial Archives of Alberta – 1958-70 Peace River (PAA 75.352), 1960-70 Medicine Hat (PAA 75.253).

*Information maintained:* Specimen case files which may contain documents for pre-sentence reports, temporary absence permits, probation orders, court orders and identifying information sheet showing summary of case and progress reports.

*Individuals:* Juvenile offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile offenders (statistic sheets)**

*Location:* Provincial Archives of Alberta – 1930-70 (PAA 75.174).

*Information maintained:* Statistic sheets on juvenile delinquency and an index book of juvenile delinquent case files.

*Individuals:* Juveniles offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile offenders (visitation program)**

*Location:* Provincial Archives of Alberta – 1977-85 (PAA 93.250).

*Information maintained:* Records relating to the program, which attempts to divert young offenders from continued criminal involvement. Consists of surveys which are completed by the young offenders following tours of correctional facilities.

*Individuals:* Juvenile offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile treatment files**

*Location:* Provincial Archives of Alberta – 1979 (PAA 92.403).

*Information maintained:* Files on young offenders that may contain psychiatric assessments, review of child's progress, policy warrants, court reports, unauthorized leave and return reports, family counselling reports,

school report cards, compulsory care certificates, Alberta Health Care Insurance Commission and treatment services numbers, criminal charge records, critical incident reports and all aspects dealing with juvenile treatment.

*Individuals:* Juvenile offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Labour complaints against businesses**

*Location:* Provincial Archives of Alberta – Edmonton Office 1920-79 (PAA 86.71), 1935-86 (PAA 88.543), 1941-75 (PAA 87.174), 1965 (PAA 92.75), 1965 (PAA 89.12), 1978-82 (PAA 93.523); Lethbridge Office 1970-80 (PAA 85.341).

*Information maintained:* Specimen investigation files created by the Labour Standards Branch relating to complaints made by employees against their employers concerning nonpayment of wages due or welfare matters.

*Individuals:* Employers and employees involved in disputes.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Labour disputes**

*Location:* Provincial Archives of Alberta – 1967-78 (PAA 84.364), 1976-85 (PAA 91.153).

*Information maintained:* Contains investigation files created by the Employment Standards Branch dealing with complaints made by employees against their employers. Statements of claims, file copies of the result of the investigation or notes concerning it.

*Individuals:* Employees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Mental health**

*Location:* Provincial Archives of Alberta – 1960-69 (PAA 73.116 – box 3), 1974 (PAA 93.626), 1985 (PAA 93.474).

*Information maintained:* Individual case files and microfilm on patients which contain names, dates of birth, psychological evaluations, correspondence with family members and care providers, and data relating to needs for guardianship and/or trusteeship of patients. Transfer letters, admittance letters, assault letters, files on pregnant patients, care complaint letters, necropsy reports and warrants of discharge.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Motor vehicle operators**

*Location:* Provincial Archives of Alberta – 1967-71 (PAA 72.54), 1978-79 (PAA 86.10), 1979-80 (PAA 86.272), 1979-80 (PAA 86.161).

*Information maintained:* Microfiche “operators” specimen case files detailing clients’ names, addresses, licence numbers, application forms, accident reports, conviction notices, renewed licences, suspensions, medical reports, and motor vehicle inspection reports.

*Individuals:* Vehicle operators.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Nursing**

*Location:* Provincial Archives of Alberta – 1972 (PAA 89.291), 1977 (PAA 88.326).

*Information maintained:* Records from the Calgary School for Nursing Aides, including student assessments, graduation photographs.

*Individuals:* Nursing students.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Nursing homes**

*Location:* Provincial Archives of Alberta – 1977-82 (PAA 88.460).

*Information maintained:* Specimens of claim files created by the Accounting Branch.

*Individuals:* Residents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Ombudsman – Investigation (Legislative Assembly)**

*Location:* Provincial Archives of Alberta – 1967 (PAA 83.239).

*Information maintained:* Two case files relating to the first cases heard by the provincial ombudsman.

*Individuals:* Members of the Legislative Assembly.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Ombudsman – Investigation (prison or prisoner related matters)**

*Location:* Provincial Archives of Alberta – 1967 (PAA 88.457).

*Information maintained:* Ombudsman investigation files on prisons or inmate-related matters throughout Alberta.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Ombudsman – Investigations**

*Location:* Provincial Archives of Alberta – 1967-79 (PAA 83.227), 1989 (PAA 92.30).

*Information maintained:* Microfilm of individual case files relating to complaints made to or investigations made by the Ombudsman of Alberta.

*Individuals:* Members of the Legislative Assembly.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (Baker Memorial Sanatorium for Tuberculosis)**

*Location:* Provincial Archives of Alberta – 1936-63 (PAA 83.87, box 137).

*Information maintained:* Closed records of individual patients who used the sanatorium on an out-patient basis. The file contains or may contain the following: clinical card which records patient information, correspondence between patient and clinic, laboratory reports and x-rays.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (mental health)**

*Location:* Provincial Archives of Alberta – 1928-75 (PAA 83.307).

*Information maintained:* Case files created for individuals whose mental state was subject to review under the Mental Health Act.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (Rosehaven Hospital)**

*Location:* Provincial Archives of Alberta – 1948-68 (PAA 74.198).



*Information maintained:* Specimens of individual patient files from Rosehaven Hospital containing laboratory reports, weight records, clothing lists, personal history sheets, physical examination sheets, x-ray records and progress noted.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (rheumatic fever prophylaxis)**

*Location:* Provincial Archives of Alberta – 1959-62 (PAA 75.358), 1960-84 (PAA 90.508), 1919-79 (PAA 91.302).

*Information maintained:* Applications for penicillin (1958-72) and day reports of admissions to hospitals throughout Alberta. File may also include renewal application which has patients' names, birthdays, diagnosis, addresses, and name of parent/guardian.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (rheumatoid arthritis)**

*Location:* Provincial Archives of Alberta – 1949-70 (PAA 83.447).

*Information maintained:* Patient files containing diagnosis and treatment of rheumatoid arthritis in patients under the age of 25 in Calgary and Edmonton.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (rubella)**

*Location:* Provincial Archives of Alberta – 1980-81 (PAA 88.323).

*Information maintained:* Rubella questionnaire completed by sero-negative women.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (Spruce Cliff Home)**

*Location:* Provincial Archives of Alberta – 1967-70 (PAA 76.110).

*Information maintained:* Records of admission for diagnostic and treatment for emotionally disturbed children.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Patient files (Sifton House)**

*Location:* Provincial Archives of Alberta – 1967-70 (PAA 76.110).

*Information maintained:* Records of children's receiving house in Lethbridge.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Pensions (provincial)**

*Location:* Provincial Archives of Alberta – 1931-51 (PAA 82.48), 1936-66 (PAA 73.499), 1945-67 (PAA 72.268), 1950-68 (PAA 75.7).

*Information maintained:* Specimens of Old Age Pension or Social Allowance files for individuals deceased by 1968. Files may contain names, addresses, date of birth, social insurance number and amounts paid.

*Individuals:* Pensioners.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Publication grants**

*Location:* Provincial Archives of Alberta – 1975-85 (PAA 93.449), 1984-85 (PAA 91.229).

*Information maintained:* Specimens for case files on individuals or associations requesting cultural grants. Files may include the request for grants, background documentation, approvals, etc. for the production of films, publication of books and poetry.

*Individuals:* Applicants.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Public Guardian deceased client files**

*Location:* Provincial Archives of Alberta – 1985 (PAA 93.474).

*Information maintained:* Specimens of deceased client files containing correspondence with family members and care providers, and data relating to needs for guardianship and/or trusteeship.

*Individuals:* Family or relatives of deceased person.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### **Public Trustee**

*Location:* Provincial Archives of Alberta – 1923-49 (PAA 92.442), 1923-49 (PAA 93.442), 1928-76 (PAA 92.443), 1942-72 (PAA 89.67), 1955-76 (PAA 92.480), 1963-74 (PAA 90.64), 1972-73 (PAA 89.178), 1977 (PAA 93.542), 1978 (PAA 93.431), 1978 (PAA 93.440).

*Information maintained:* Case files on estates. Contains correspondence, legal forms, accounting and taxation data relating to the administration of the estates of missing persons, children under the age of eighteen, persons unable to handle their own affairs due to mental or physical disabilities and persons who die intestate.

*Individuals:* Family members, lawyers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Search warrants**

*Location:* Provincial Archives of Alberta – 1963-75 (PAA 86.558).

*Information maintained:* Applications for search warrants signed by judges to allow police officials to search private premises.

*Individuals:* Offenders, police officers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Single Men's Hostel (registration cards, Calgary)**

*Location:* Provincial Archives of Alberta – 1970-71 (PAA 82.70).

*Information maintained:* Registration cards containing the following information: name, meals supplied, extra assistance provided (e.g., clothing, medicine or transportation.)

*Individuals:* Individuals requiring shelter and food.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulations (Alta. Reg. 373/83).

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### **Single Men's Hostel (registration cards, Edmonton)**

*Location:* Provincial Archives of Alberta – 1934-36 (PAA 74.194), 1961-77 (PAA 80.302), 1972-83 (PAA 85.316), 1981-82 (PAA 85.455), 1982-88 (PAA 92.295).

*Information maintained:* Registration cards containing the following information: name, meals supplied, extra assistance provided (e.g., clothing, medicine or transportation).

*Individuals:* Individuals requiring shelter and food.

*Use:* Research.

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*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulations (Alta. Reg. 373/83).

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### **Students Finance Board - Student loan files**

*Location:* Provincial Archives of Alberta – 1973-82 (PAA 89.335), 1984 (PAA 91.113 - Box SF22, SF47, SF84, SF130), 1980 (PAA 90.434), 1984-85 (PAA 92.431), 1985-86 (PAA 93.430).

*Information maintained:* Student case files containing letters of applications, status of loans and financial documentation, certificates of eligibility.

*Individuals:* Students.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation, (Alta. Reg. 373/83).

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### **Teachers' pension plan**

*Location:* Provincial Archives of Alberta – 1939-76 (PAA 84.40), 1976 (PAA 89.468), 1977-78 (PAA 91.5), 1980 (PAA 88.206), 1980-82 (PAA 88.92), 1981 (PAA 89.247), 1982 (PAA 90.243).

*Information maintained:* Individual pension files of deceased teachers consisting of the application for pension, date of birth, proof of age documents, a list of school districts where the individual taught, correspondence regarding payments, notification of death, and some copies of wills.

*Individuals:* Teachers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Treaty Indians (child welfare)**

*Location:* Provincial Archives of Alberta – 1980-87 (PAA 93.63, box 4 -14), 1982-85 (PAA 89.336), 1983-85 (PAA 94.123).

*Information maintained:* Individual case files and information produced to identify children that require medical series treatment or Alberta Health Care Insurance, maintenance of children, names, dates of birth of native children.

*Individuals:* Native children.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Trial transcripts**

*Location:* Provincial Archives of Alberta – 1945-60 (PAA 71.128).

*Information maintained:* Miscellaneous copies of judgments, extracts from trials and proceedings before such bodies as the Workers' Compensation Board and

the Public Utilities Board, including transcripts of the official inquiry into the Metropolitan Development of Edmonton and Calgary.

*Individuals:* Offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Truckers (operating authorities)**

*Location:* Provincial Archives of Alberta – 1979 (PAA 88.640).

*Information maintained:* Application for renewal of interprovincial operating authority. Includes name, date of birth, address, social insurance number, driver's licence number. Also includes Statutory Declaration Affidavit of Residency, Certificate of Resident Operating Authority and permit numbers.

*Individuals:* Truck drivers.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Vital Statistics certificates and licences**

*Location:* Provincial Archives of Alberta – 1853-90 (PAA 89.90), 1883-99 (PAA 93.203), 1898-1902 (PAA 83.236), 1898-1905 (PAA 89.440), 1920-89 (PAA 89.131), 1928-91 (PAA 92.189), 1970-74 (PAA 82.67).

*Information maintained:* Contains copies of birth certificates, death certificates, marriage licences, burials recorded by church ministers and civil authorities throughout Alberta. Also contains case files on individuals who received Federal/Provincial Disability Pension.

*Individuals:* Individuals who were born, married or died in Alberta. Individuals who received Federal/Provincial Disability Pension.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83). Vital Statistics records are excluded from the Freedom of Information and Protection of Privacy Act under section 4(1)(h) of the Act. Access to these records is subject to conditions set by Alberta Registries.

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### **Wards of the Crown (over-age ward)**

*Location:* Provincial Archives of Alberta – 1896-1923 (PAA 79.179).

*Information maintained:* These files deal with individuals considered permanent wards of the Crown, who have reached the age of majority, and have had their wardship terminated. Contains Form H-1909 Chapter 12 Section 7(5), copies of Order of Delivery

signed by Justice of the Peace and/or Superintendent of Neglected and Dependent Children.

*Individuals:* Individuals who became over-age wards.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Welfare case files**

*Location:* Provincial Archives of Alberta – 1934-69 (PAA 75.359), 1937-69 (PAA 75.360), 1941-67 (PAA 73.318), 1954 (PAA 89.469), 1955-68 (PAA 85.313), 1960-75 (PAA 82.15), 1961-71 (PAA 75.588), 1962-67 (PAA 74.110), 1964-67 (PAA 74.4), 1971 (PAA 77.293), 1967, 1974, 1976 (PAA 82.45), 1970-72 (PAA 75.602), 1971-74 (PAA 76.501), 1971-74 (PAA 76.382), 1972-74 (PAA 81.251), 1972 (PAA 80.221), 1973 (PAA 81.52), 1973-74 (PAA 76.34), 1973-77 (PAA 83.24), 1975-76 (PAA 83.14), 1975-78 (PAA 82.183), 1976-77 (PAA 93.303), 1977 (PAA 80.329), 1977 (PAA 83.486), 1979-80 (PAA 89.282), 1980-81 (PAA 90.23), 1981 (PAA 90.15), 1981 (PAA 88.339), 1982-83 (PAA 90.276), 1984 (PAA 92.164), 1986-87 (PAA 92.436).

*Information maintained:* Specimens of case files on recipients of welfare. Includes name, date of birth, address, social insurance number, date of commencement and date of termination, application for assistance and intake report.

*Individuals:* Welfare recipients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Workers' Compensation Board claim files**

*Location:* Provincial Archives of Alberta – 1906-29, 1939-44 (PAA 93.27), 1934 (PAA 85.414).

*Information maintained:* Individual case files pertaining to compensation claims made under the Worker's Compensation Act for injuries incurred by workers in Alberta.

*Individuals:* Employees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Youth assessment**

*Location:* Provincial Archives of Alberta – 1974-83 High Prairie (PAA 93.78), 1974-85 Grande Prairie (PAA 93.507).

*Information maintained:* Case files on individuals or youths who have been in contact with Youth Assessment Centres. These may contain admission



forms, intake assessment forms, conference review, institutional placement report, psychological placement report, social and family history report, information and complaint sheet, request for detention forms, placement information slip, reports from social workers on individuals and detaining orders.

*Individuals:* Youths.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83)

## REGISTERS

### Adoption (Rosecrest Home Adoption Placement Centre)

*Location:* Provincial Archives of Alberta – 1959-64 (PAA 76.387).

*Information maintained:* Consists of daily logs of patient observation and treatments. Includes patient's name, comments on behaviour and types of treatment given.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Adult inmate (Belmont)

*Location:* Provincial Archives of Alberta – 1954-79 (PAA 85.252).

*Information maintained:* Admittance and discharge ledgers containing name, address, date of birth, length of incarceration, visitor list.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Adult inmate (Calgary Remand Centre)

*Location:* Provincial Archives of Alberta – 1975-75 (PAA 84.19).

*Information maintained:* Contains list of inmates transferred from the Calgary Remand Centre.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Adult inmate (Fort Saskatchewan)

*Location:* Provincial Archives of Alberta – 1912-75 (PAA 79.139).

*Information maintained:* Admittance and discharge ledgers from the Fort Saskatchewan Correctional Institute.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Adult inmate (Lethbridge)

*Location:* Provincial Archives of Alberta – 1912-79 (PAA 93.25), 1927-73 (PAA 92.462).

*Information maintained:* Admission ledgers from the Lethbridge Correctional Institute.

*Individuals:* Inmates.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Alberta Liquor Control Board licensing

*Location:* Provincial Archives of Alberta – 1940-74 (PAA 91.260), 1952-57 (PAA 91.261).

*Information maintained:* Three ledgers related to licensing matters, consisting of: confiscated liquor purchases, indicating dollar value, 1952-57; and two ledgers regarding hotel facilities – accommodation available, beer purchases, etc. 1924-28, 1948-69. Also contains list of individuals who were prohibited from access to liquor, including orders or interdiction and revocation. Also includes some lists of interdictions.

*Individuals:* Licensees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Alberta Mortgage and Housing Corporation lot sales

*Location:* Provincial Archives of Alberta – 1987 and prior (PAA 93.490), 1973-83 (PAA 93.193), 1982 (PAA 93.100), 1981-84 (PAA 91.513).

*Information maintained:* Lot sales from the Alberta Mortgage and Housing Corporation. Includes correspondence, applications forms, etc.

*Individuals:* Owners.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

### Child deaths

*Location:* Provincial Archives of Alberta – 1958-75 (PAA 84.122).

*Information maintained:* Includes stillbirths and neonatal death lists. Statement of grant balance and

records regarding the education of handicapped children. Also list of natives for registry.

*Individuals:* Parents, natives.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Child Welfare Placement Committee (appointment books)**

*Location:* Provincial Archives of Alberta – 1979-89 (PAA 92.77).

*Information maintained:* Contains information on adopted children, including name of child and confidential residential placement information.

*Individuals:* Adoptees.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Children of unwed parents**

*Location:* Provincial Archives of Alberta – 1923-50 (PAA 74.194).

*Information maintained:* Contains name of child, date of birth, parent's name, youth allowance amount.

*Individuals:* Children, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Geriatric centres**

*Location:* Provincial Archives of Alberta – 1969-70 (PAA 76.374).

*Information maintained:* Register includes patients names, ages, treatment, and other confidential personal information.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Handicapped children and adults**

*Location:* Provincial Archives of Alberta – 1973-78 (PAA 90.507).

*Information maintained:* Register for handicapped children and adults containing medical diagnosis, assessment, registry number, progress reports, patients address and parents' names.

*Individuals:* Patients and parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Juvenile offenders (Red Deer)**

*Location:* Provincial Archives of Alberta – 1961-86 (PAA 89.224).

*Information maintained:* Ledgers listing young offenders charged in Red Deer Juvenile Court. Includes name, date of birth, address, charges.

*Individuals:* Young offenders.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Men's hostels**

*Location:* Provincial Archives of Alberta – 1934-36 (PAA 74.194), 1987 (PAA 93.308).

*Information maintained:* Registration cards with include name, address, next of kin, social insurance number, Alberta Health Care number, employment status and citizenship status.

*Individuals:* Guests.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Mental health patients**

*Location:* Provincial Archives of Alberta – 1940-80 (PAA 87.175), 1959-76 (PAA 91.525), 1900 (PAA 83.23).

*Information maintained:* Listing contains names and addresses of individuals committed to mental homes in Alberta. Also includes patient maintenance, levels of care given to patients, patient transfers, patient's age, diagnosis.

*Individuals:* Patients.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Nursing**

*Location:* Provincial Archives of Alberta – 1918-74 (PAA 89.464).

*Information maintained:* Index cards which include name, address, date of birth, birthplace, religion, date of appointment, date resigned or dismissed, summary of preliminary education, record of physical condition, leave of absence, ability rating, cooperation rating, industrious and tact rating.

*Individuals:* Nurses.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Physicians extra billing**

*Location:* Provincial Archives of Alberta – 1975-83 (PAA 91.212), 1975-83 (PAA 90.44).

*Information maintained:* Contains names of doctors involved in extra billing, and amounts billed.

*Individuals:* Physicians.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Pilot Alberta Restitution Centre**

*Location:* Provincial Archives of Alberta – 1975-78 (PAA 84.18).

*Information maintained:* Case files from the Pilot Alberta Restitution Centre, an independent community service and research project jointly sponsored by the Solicitor General of Canada and the Solicitor General of Alberta for a three year period. Files may contain police documents, referral sheets, and restitution agreements.

*Individuals:* Offenders, victims.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Provincial Archives of Alberta donor list**

*Location:* Provincial Archives of Alberta.

*Information maintained:* Alphabetical index cards which contain name, address, accession numbers for deposits of records.

*Individuals:* Donors.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Treaty Indians**

*Location:* Provincial Archives of Alberta – 1982 (PAA 90.283).

*Information maintained:* Contains a list of all Treaty Indian children with no treaty and/or band numbers. Contains name of child, birth date, file number, activity, district office, caseworker, latest placement, primary status, treaty number and band number if any.

*Individuals:* Treaty Indians.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Vital Statistics**

*Location:* Provincial Archives of Alberta – 1883-99 (PAA 93.203), 1886-1982 (PAA 89.451), 1898-1923 (PAA 87.385), 1904-88 (PAA 89.131), 1874-1982 (PAA 89.440), 1904-88 (PAA 89.131), 1928-91 (PAA 92.189).

*Information maintained:* Indexes to birth, marriage and death registrations. Includes names, dates and places of events. Entries arranged alphabetically by surname.

*Individuals:* Individuals who were born, married or died in Alberta.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83). Vital Statistics records are excluded from the Freedom of Information and Protection of Privacy Act under section 4(1)(h) of the Act. Access to these records is subject to conditions set by Alberta Registries.

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### **Wardship**

*Location:* Provincial Archives of Alberta – 1989 (PAA 89.441).

*Information maintained:* Wardship cancelled registry cards including name of child, date of birth, name of parents, alias names, document and reel number.

*Individuals:* Wards, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Wardship of children**

*Location:* Provincial Archives of Alberta – (1927-72 (PAA 76.211).

*Information maintained:* Ledger books contain wardship cancellations, given names of children, ages, parents' names, and other information of a personal nature.

*Individuals:* Children, parents.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulations (Alta. Reg. 373/83).

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### **Welfare relief**

*Location:* Provincial Archives of Alberta – 1961-79 (PAA 82.68).

*Information maintained:* Cards contain the following information: worker number, file number, application, spouse date of birth, marital status, address, children.

*Individuals:* Applicants, children.

*Use:* Research.

*Users:* Researchers.

*Legal authority:* Historical Resources Act, Public Records Regulation (Alta. Reg. 373/83).

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### **Procedure manuals**

- Archivist Policy and Procedures Manual



## **HEAD**

Chief Executive Officer  
2340 Manulife Place  
10180 - 101 Street  
Edmonton, Alberta  
T5J 3S4  
Telephone: (403) 428-6680  
Fax: (403) 428-7571

## **ACCESS**

Freedom of Information and Privacy Coordinator  
2340 Manulife Place  
10180 - 101 Street  
Edmonton, Alberta  
T5J 3S4  
Telephone: (403) 428-6680  
Fax: (403) 428-7571

A public reading area for the review of manuals and other information is open weekdays from 8:30 a.m. to 4:30 p.m. at 2340 Manulife Place, 10180 - 101 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 428-6680

## **Mandate**

The mandate of the Credit Union Deposit Guarantee Corporation is to ensure sound business practices in Alberta credit unions and guarantee deposits according to legislation. Within the provisions of the Credit Union Act and regulations, the Corporation examines and supervises credit unions in order to protect depositors and minimize risk to the credit union system and the Corporation.

## **Organization**

The Corporation is administered by a Board of Directors appointed by the Lieutenant Governor in Council of the Province of Alberta and has its head office in Edmonton.

## **General classes or types of Information**

*Records relating to legislative approvals and compliance, monitoring, examinations/reviews, administration and supervision, financial assistance programs, liquidations or dissolved credit unions, loan applications exceeding credit union limits, financial and statistical reporting for Alberta credit unions, Deposit Guarantee Fund, unclaimed deposits, and administration of the Master Bond insurance program.*

- Collections – Loans receivable
- Credit unions – Approvals under the Credit Union Act, examination/review reports and working papers, financial assistance, financial and statistical reporting, monitoring, supervision and administration
- Deposit Guarantee Fund management
- Dissolved credit union records
- Liaison with other related organizations
- Long-term unclaimed balances
- Master Bond insurance administration
- SC Financial Ltd. (a wholly owned subsidiary of the Corporation)

## **Personal information banks**

### **Collections – Loans receivable**

*Location:* Credit.

*Information maintained:* Name, address, telephone number, birth date, social insurance number, sex, marital and family status, driver's licence information, financial information and history, assets, insurance of assets, employment history, opinions supporting approvals or declines of loans.

*Individuals:* Borrowers whose existing loans or mortgages were acquired by the Corporation from credit unions.

*Use:* Collect a debt owed to the Corporation.

*Users:* Corporation directors and staff, lawyers, auditors, contracted collection agency, registry and credit check agencies.

*Legal authority:* Credit Union Act (SA 1989 cC-31.1 S.146(1)(g)&(3)).

### **Fidelity bond applications**

*Location:* Finance – Risk Management.

*Information maintained:* Name, address, previous address, social insurance number, birth date, marital status, number of dependants, employment and financial history, additional information required to determine eligibility for bonding.

*Individuals:* Alberta credit union employees, previous employees and potential employees.

*Use:* Determine eligibility for fidelity bond.

*Users:* Corporation staff, bonding company, outside agencies for criminal record and credit checks.

*Legal authority:* Credit Union Act (SA 1989 cC-31.1 S.146(1)(c)&(e)).

### **Fraud investigations/Insurance claims**

*Location:* Finance – Risk Management.

*Information maintained:* Name, address, previous address, telephone number, social insurance number, birth date, marital status, number of dependants, employment, financial and criminal offence history, credit union transaction information, details related to the possible fraud, details of court case where applicable.

*Individuals:* Individuals suspected of defrauding a credit union.

*Use:* Obtain legal advice regarding a possible fraud, law enforcement purposes and insurance claims/recoveries.

*Users:* Corporation staff, lawyers, law enforcement officers, insurance company and its agents.

*Legal authority:* Credit Union Act (SA 1989 cC-31.1 S.16 (2)(d) & S.146(1)(c)&(e)).

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### **Long-term unclaimed balances**

*Location:* Finance – Accounting.

*Information maintained:* Name, last known address, amount and date deposit transferred, type and location of account, and date of last transaction or acknowledgment.

*Individuals:* Persons who have not acknowledged long-term unclaimed funds in a credit union and whose funds have been transferred to the Corporation.

*Use:* Maintain records of long-term unclaimed balances received by the Corporation.

*Users:* Corporation staff.

*Legal authority:* Credit Union Act (SA 1989 cC-31.1 S.118, & S.146(1)(i)).

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### **Procedure manuals**

*Being developed*

**HEAD**

Minister of Economic Development and Tourism  
 324 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-3162  
 Fax: (403) 422-6338

**ACCESS**

Freedom of Information and Privacy Coordinator  
 5th Floor, Commerce Place  
 10155 - 102 Street  
 Edmonton, Alberta  
 T5J 4L6  
 Telephone: (403) 427-5037  
 Fax: (403) 427-4625

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. (closed 12:00 noon to 1:00 p.m.) at the 5th Floor, Commerce Place, 10155 - 102 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-3162

**Mandate**

The department's mandate is to create an environment in which the private sector can prosper – creating jobs for Albertans, investment opportunities and promoting export sales.

**Organization**

The department has 6 main divisions that report directly to the Deputy Minister. The divisions are Business Finance, Industry Technology and Forestry Development, Small Business and Tourism Development, Tourism Trade and Investment, Corporate and Policy Development, and Corporate and Public Relations. Departmental services are provided through a network of 11 provincial regional offices, 9 Visitor Information Centres and 7 Foreign Offices as listed in the RITE Directory.

**EDT 1****BUSINESS FINANCE DIVISION**

The division's mandate is to enhance access to capital by the private sector in Alberta through sustaining and promoting competitive capital markets in the province. Business Finance Division also administers financial programs and monitors outstanding loans, investments, loan guarantees and recoverable grants to ensure compliance with their terms and conditions.

**General classes or types of information**

*Contains information on financial assessments, compliance verification and financial monitoring of the programs and projects administered.*

- Alberta Capital Loan Guarantee Program
- Canada/Alberta Partnership Agreement (CAPA) in Communications Technology
- Conference Grant Program
- Export Loan Guarantee Program
- Market Development Assistance Program
- Small Business Equity Corporation
- Small Business Term Assistance Plan
- Technology Commercialization Program

**Personal information banks**

*None*

**Procedure manuals**

- Conference Grant Program – Financial Review Checklist
- International Technology Transfer Program – Evaluation Policy and Procedures
- International Technology Transfer Program – Financial Review Checklist
- Market Development Assistance Program – Applicant's Program Guideline
- Technology Commercialization Program – Evaluation Policy and Procedures

**EDT 2****CORPORATE AND POLICY DEVELOPMENT DIVISION**

The Corporate and Policy Development Division researches and collects data on industrial sectors, and advanced technology and tourism. It then cooperates with its clients to develop policies and strategies that create a positive environment for economic growth. Public consultation is a large part of the research process. The division helps expand international trade and tourism, attract investment, and promote entrepreneurship and advanced technology.

The division also provides the human resource, records management, information access and privacy, administrative and other services that help deliver the department's programs. The division operates the



department's library and provides information and technology support. It also provides the department's financial services and business planning.

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**General classes or types of information**

*Contains information on policies and strategies regarding tourism, advanced technologies and industrial sector development in the government and the Alberta business community.*

- Advanced technologies industries
- Business policies and strategies
- Environmental issues
- Events and attractions
- Market sectors
- Research and analysis policy and strategy
- Resource, manufacturing, construction and service industries
- Studies and surveys

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

*None*

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**EDT 3**

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**CORPORATE AND PUBLIC RELATIONS**

The role of the division is to provide communications support to the department staff and information about Alberta trade, business and tourism to interested Albertans as well as to national and international audiences.

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**General classes or types of information**

*Contains information about the department's programs and services, as well as the provision of communications support to staff.*

- Briefing notes
- Communications planning
- Events management
- Issues media tracking
- News releases and clippings
- Print, graphic design, advertising requests and costs
- Publication inventory – inventory of trade shows/seminars/conferences/public consultants
- Speeches

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

*None*

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**EDT 4**

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**INDUSTRY TECHNOLOGY AND FORESTRY DEVELOPMENT DIVISION**

In partnership with industry, the Industry Technology and Forestry Development Division's mandate is to accelerate the growth of the Alberta economy, to expand and diversify the industrial base of the province, and assist industry in the creation of jobs and wealth. The division works closely with industry to be aware of its needs, helps to set a business climate conducive for industry to grow, and works to ensure that industry is provided with strategic information that meets its requirements. In addition, the division provides a strategic leadership role to the rest of government by identifying the key industrial sectors, major projects, and factors that will impact upon the province's economic development.

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**General classes or types of information**

*Contains information regarding business opportunities, programs and services relating to industry, forestry and technology development in Alberta.*

- Advanced technologies
- Distribution and transportation of goods
- Distribution and transportation opportunities
- Forestry products opportunities
- Industry, forestry and research projects and programs

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**Personal information banks**

*None*

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**Procedure manuals**

- Conference Grant Program
- Technology Commercialization Program

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**EDT 5**

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**SMALL BUSINESS AND TOURISM DEVELOPMENT DIVISION**

Small Business and Tourism Development Division's mandate is to offer small business and tourism development assistance; information and publications; tourism site development; tourism development planning and advocacy; and financial analysis/economic feasibility assistance. The Business Services Branch provides business development information and assistance. The Calgary Office represents the Small Business and Tourism Development Division, Tourism Trade and Investment Division, and Industry Technology and Forestry Development Division in the city of Calgary. Development Services Branch delivers client-responsive services to the private, municipal, and not for profit sectors to facilitate tourism-based business growth and investment in Alberta. Programs include: Industry Initiatives, Land Development and Leasing,

Tourism Economic Impact Models, Tourism Industry Advocacy, and Tourism Investment and Finance.

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### **General classes or types of information**

*Contains information on services, programs and projects regarding development of small business and tourism in the province.*

- Entrepreneurship projects
- Funding programs and services
- Publications
- Rural development
- Tourism development projects

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### **Personal information banks**

#### **Client records**

*Location:* Business Services Branch Offices.

*Information maintained:* Contingent upon material provided by client. Usually name, address, telephone number, business type, type of assistance sought, information provided, follow-up plan.

*Individuals:* Any person/business that has approached the branch for business development assistance.

*Use:* Ongoing working files in support of business development provided to individuals and businesses in Alberta.

*Users:* Departmental business consultants.

*Legal authority:* Government Organization Act.

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#### **Home-based Business Database**

*Location:* Business Services Branch – Edmonton Office.

*Information maintained:* Name, address, telephone number, company name, title of individual.

*Individuals:* Anyone who has identified themselves to the branch as being a home-based business operator and wishing to be included in the database and sent information related to home-based businesses.

*Use:* Provide information and support to home-based business.

*Users:* Departmental staff.

*Legal authority:* Government Organization Act.

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#### **Record of business line contact/request**

*Location:* Business Services Branch – Edmonton Office.

*Information maintained:* Name, address, gender, type of enquiry, kind of business.

*Individuals:* Anyone who telephoned the toll-free business line to ask a business related question for which follow-up is required or to request that business related information be sent to them.

*Use:* Monitor use of the business line, follow-up performance evaluation.

*Users:* Departmental staff.

*Legal authority:* Government Organization Act.

### **Seminars and special events registration lists**

*Location:* Business Services Branch Offices.

*Information maintained:* Name, address, telephone numbers, type of business.

*Individuals:* Anyone who has registered for a seminar or special event sponsored by the branch.

*Use:* Follow-up with clients regarding performance evaluations or other additional services.

*Users:* Departmental staff.

*Legal authority:* Government Organization Act.

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### **Women in Business Directory/Database (electronic)**

*Location:* Business Services Branch – Edmonton Office (online system).

*Information maintained:* Names of women business owners and managers, addresses, telephone numbers, types of business, number of years in business, full-time or part-time work.

*Individuals:* Women who completed the questionnaire and agreed to, or requested to be, included in the database and directory.

*Use:* Assist women business persons' network.

*Users:* People who wish to be clients of, or have as clients, or network with, women managers and owners (directory is a public document).

*Legal authority:* Government Organization Act.

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### **Procedure manuals**

- Access to Business and Community Information Program
- Capability Plus

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## **EDT 6**

### **TOURISM TRADE AND INVESTMENT DIVISION**

The division's mandate is to expand export markets, increase Alberta's tourism profile, and attract investment or strategic partners from anywhere in the world. The division: participates in trade shows; organizes incoming and outgoing trade, tourism and investment missions; gathers market intelligence; and administers Alberta's international trade offices. The division also administers the Business Immigration Program for newcomers to the province. Six branches have responsibilities for specific geographic regions to market opportunities and help expand exports, promote tourism and attract visitors, investment and business immigrations, and advise on local social and business customs and practices. The Division Services Branch assists in marketing companies, sourcing export opportunities, or participation at local, national or international events.

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**General classes or types of information**

*Contains information on programs and services regarding trade shows, trade and tourism missions and marketing, visitor services, promotion and events nationally and internationally.*

- Incoming and outgoing missions
- International trade offices
- Promotion and events
- Tourism marketing
- Tourism, trade and investment programs and services
- Visitors sales and services

---

**Personal information banks****Entrepreneurial Monitoring Information System**

*Location:* Division Services Branch.

*Information maintained:* Federal Government Immigration Visa Number, name of individual, address, telephone number, reason for entry, individual's name address, telephone number, reason for entry, family member's name, country of origin, size and type of investment.

*Individuals:* Business entrepreneurial immigrants, from throughout the world, wishing to locate in Alberta.

*Use:* Assist the business entrepreneurial immigrant in establishing, purchasing, or investing in Alberta businesses and assist in removing the terms and conditions of the conditional visa.

*Users:* Federal and Provincial Business Immigration Units, Advanced Education and Career Development.

*Legal authority:* Government Organization Act.

**Sales management and resource tool for tourism**

*Location:* Visitor Sales and Services Branch.

*Information maintained:* Name, address, telephone number, types of brochures requested, travel statistics (trip purpose, method, interest).

*Individuals:* Tourism consumers who have requested Alberta travel brochures.

*Use:* Travel statistics, follow-up research, future mailings.

*Users:* Department staff.

*Legal authority:* Government Organization Act.

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**Procedure manuals**

*None*

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**AFFILIATED PUBLIC BODIES**

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**EDT 7****ALBERTA TOURISM EDUCATION COUNCIL**

The Council's mandate is to create a quality tourism experience by ensuring that the present and future education and training needs of Alberta's tourism industry are met.

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**General classes or types of information**

*Contains information regarding occupational standards and certification, training activities and tourism awareness services and programs.*

- Alberta Best Service Excellence seminars
- Market development
- Program development
- Standards and certification
- Tourism career awareness

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**Personal information banks****Education presenters/trainers/evaluators**

*Location:* Alberta Tourism Education Council – Edmonton Office.

*Information maintained:* Individual's home address and telephone number, results of trainer/evaluator assessments, including marks and pass or fail status.

*Individuals:* Presenters, trainers, evaluators of occupational standards and certification training activities.

*Use:* Record presenters/trainers/evaluators which meet Alberta Tourism Education Council standards.

*Users:* Program coordinators.

*Legal authority:* Tourism Education Council Act.

**Program participants**

*Location:* Alberta Tourism Education Council – Edmonton Office.

*Information maintained:* Individual's home address and telephone number, occupation, evaluation results including marks and pass and fail status, method of payment for course, name of direct supervisor, place of employment.

*Individuals:* Program participants.

*Use:* Track number of participants; conduct evaluation of individuals according to industry/occupational standards.

*Users:* Program administrators.

*Legal authority:* Tourism Education Council Act.

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**Procedure manuals**

*None*



## HEAD

Minister of Education  
228 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2025  
Fax: (403) 427-5582

## ACCESS

Freedom of Information and Privacy Coordinator  
4th Floor, East Tower, Devonian Building  
11160 Jasper Avenue  
Edmonton, Alberta  
T5K 0L2  
Telephone: (403) 427-2914  
Fax: (403) 422-3942

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. in the Corporate Services and Information Access Branch, 4th Floor, East Tower, Devonian Building, 11160 Jasper Avenue, Edmonton.

The public reading area is wheelchair accessible.

General information number: (403) 427-7219

## Mandate

Alberta Education is responsible for ensuring that all students (grade 1-12) have the opportunity to acquire the knowledge, skills and attitudes needed to be self-reliant, responsible, caring and contributing members of society.

## Organization

The department consists of five operational areas reporting to the Deputy Minister: Planning, Information and Financial Services Division; Student Programs and Evaluation Division; Regional Services Division; Communications Branch; and Human Resources Branch.

## EDC 1

### PLANNING, INFORMATION AND FINANCIAL SERVICES DIVISION

This division provides leadership and direction in the development of strategic and business plans, trends and issue analysis, policy development, and evaluation and research. It is responsible for the School Capital Provincial Plan, providing support to the School Buildings Board, fiscal policy and budget planning, establishing education payments from the local property tax base, school board grants planning and

disbursements, contract administration, management of financial and administration services, information services including integrated electronic information processing systems and information technology plans, legislative services, school business administration services, establishing provincial performance measures and reports on their achievement.

### General classes or types of information

- Acts/legislation/regulations (Ministerial Orders, Orders in Council)
- Associations/councils
- Board of Administrators, Teachers' Retirement Fund
- Business plans (department and jurisdiction)
- Capital funding
- Committee records
- Contracts/agreements
- Copyright
- Corporate planning, goals and objectives
- Debentures (schools)
- Education financing (students, school jurisdictions, programs)
- Education information exchange
- Enrollments (students)
- Equalized assessment/requisitions (education property taxes, mill rates)
- Financial statements (school boards – budget report forms and audited financial statements)
- Official school openings
- Planning division projects
- Reference material (Library)
- School facilities
- Student diplomas, transcripts, statement of marks (high school)
- Student records (demographics)
- Student transportation

### Personal information banks

#### Contract database

*Location:* Planning, Information and Financial Services Division.

*Information maintained:* Contract/project name, contractor name, secondees name, school jurisdiction name, complete address, business phone number, home phone number, social insurance number, rate of pay, term of contract and total contract amount.

*Individuals:* Fee for service contractors and individuals seconded to Alberta Education.

*Use:* Administer and report on agreements entered into by the Minister of Education.

*Users:* Contract administrators, senior executive staff, Corporate Services and Information Access Branch staff.

*Legal authority:* Government Organization Act.

## **School and School Jurisdiction Database**

*Location:* Planning, Information and Financial Services Division.

*Information maintained:* Jurisdiction official: name of superintendent, chief financial officer, school board/early childhood services (ECS) designated official; ECS private operators: name of president of society, treasurer; private schools; other officials: name, position, title, business address, business phone number, business fax number; jurisdiction elected officials: name, title, home phone number, business phone number, address, position, gender, elected/acclaimed, incumbent/new, division/ward.

*Individuals:* Senior staff of school jurisdictions, private schools and private early childhood services operators.

*Use:* Maintain an up-to-date contact list of school officials in Alberta.

*Users:* Alberta Education staff for whom access is necessary in the performance of their duties.

*Legal authority:* School Act.

---

## **Student Information System**

*Location:* Planning, Information and Financial Services Division.

*Information maintained:* Student identification number, legal surname, legal given name(s), birth date, gender, registration date, school code, also known as surname, also known as given name(s), current mailing address, permanent mailing address, grade, citizenship, section 23 eligibility, school/jurisdiction student identification, registration entry status, resident board, exceptional student, enrollment type, exit date, exit description.

*Individuals:* Students – Grade 1-12.

*Use:* Provide educational policy makers and administrators – at all level of schools, jurisdictions and government – with accurate information for planning, decision-making, evaluation of programs and the payment of grants and entitlements.

*Users:* Alberta Education and school jurisdiction staff for whom access is necessary in the performance of their duties.

*Legal authority:* School Act.

---

## **Student Record System**

*Location:* Planning, Information and Financial Services Division.

*Information maintained:* Student identification number, birth date, surname, given name(s), sex, registration year, total credits, transcript count, grade 9 status (grade, school, year), diploma eligibility, diploma type, diploma date issued, diploma number, mature student status, course code, course year, course term, course type, general education diploma administration, course school, language of instruction, language of exam, general education diploma form, course mark (school), course mark (diploma exam), course mark final.

*Individuals:* Students – Grade 10-12.

*Use:* Generate transcripts and diplomas for students attending Alberta schools.

*Users:* Alberta Education staff for whom access is necessary to perform their duties.

*Legal authority:* School Act.

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## **Procedure manuals**

- Policy, Regulations and Forms Manual
- School Facilities Manual
- School Grants Manual

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## **EDC 2**

### **STUDENT PROGRAMS AND EVALUATION DIVISION**

This division provides leadership and direction in the development of programs of study (curriculum standards) in French and English languages, learning resources and their distribution to schools and other educational agencies; develops and administers student achievement tests, diploma examinations and reports on student achievement; responsible for the Alberta Distance Learning Centre and distance education; participates in national and international studies of achievement; and provides leadership in the development of policy affecting student learning programs and standards.

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### **General classes or types of information**

- Achievement testing
- Bilingual education
- Committee records
- Council of Ministers of Education, Canada
- Curriculum subjects/materials/resources
- Distance learning education (Alberta Distance Learning Centre)
- Early childhood education
- Educational television (ACCESS and Learning and Skills Television Alberta)
- French language programs/governance
- Graduation requirements, including high school credits
- Instructional technology
- Instructional time (school)
- Interprovincial curriculum and assessment collaboration
- Learning resources
- National and international student assessments
- Policy manuals
- Provincial examinations and assessments
- Publishers
- Reporting student progress
- School climate and discipline
- School organization and administration
- Second language services (teachers, programs, resources)
- Special cases (students)

- Stay in school initiatives
- Student appeals of provincial examination results and high school credits

---

### Personal Information banks

#### Diploma Examination Database

*Location:* Student Programs and Evaluation Division.

*Information maintained:* Student identification number, index number, jurisdiction code, school code, group identification, student name, sex, school mark, examination mark, final mark, mature status, type of blend, subscale scores, multiple choice item responses, numerical response/question responses.

*Individuals:* Students in Alberta's education system.

*Use:* Effectively carry out the administration of Diploma examinations.

*Users:* Alberta Education staff whose access is necessary for the performance of their duties.

*Legal authority:* School Act.

#### Special Cases Committee

*Location:* Student Programs and Evaluation Division.

*Information maintained:* Student name, student identification number, school code, type of case, type of disability, approval status, course identifier.

*Individuals:* Students in Alberta's education system who have requested the Committee to rule on their particular situation.

*Use:* Allow Alberta Education to track individuals who have been given course dispensation by the Special Cases Committee.

*Users:* Alberta Education staff whose access is necessary for the performance of their duties.

*Legal authority:* School Act.

---

### Procedure manuals

- Alberta Distance Learning Handbooks
- Alberta High School Graduation Requirements Manual
- Career and Technology Studies Guidelines
- Guides to Education, Elementary, Junior High School, High School
- Integrated Opportunities Program Manual
- Special Cases Manual
- Student Evaluation Information Bulletins
- Tolerance and Understanding Guidelines
- Work Experience Guidelines

EDC 3

### REGIONAL SERVICES DIVISION

This division provides leadership and direction in the monitoring, evaluating, and auditing functions; responsible for the evaluation and inspection of school jurisdictions and schools; administers teacher certification in Alberta; responsible for native

education; and responsible for special needs programs and services including the Alberta School for the Deaf.

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### General classes or types of information

- Amalgamations/regionalization
- Attendance Board/truancy
- Awards in teaching excellence
- Certification (teachers)
- Charter schools
- Committee records
- Early childhood services
- Evaluation (school/school jurisdiction)
- First nations and Metis education
- Home education
- Ministerial reviews
- National and International Exchange Program (student/teacher)
- Policy manuals
- Private schools
- School for the Deaf (student/operational records)
- School year
- Special education – Adult/children/transportation
- Special Needs Tribunals
- Superintendents

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### Personal information banks

#### Special Needs Tribunals, Ministerial Reviews, and Attendance Board

*Location:* Regional Services Division.

*Information maintained:* Student name, home address, age, birth date, sex, health history, mental/social disabilities, related student history, criminal history (as applicable), statement by medical/psychiatric/social or police personnel, parents'/guardians' names, addresses, telephone number(s), names of affiliated lawyers, advocates, social workers, and school officials.

*Individuals:* Students attending school in Alberta.

*Use:* Maintain records regarding cases before the Special Needs Tribunals, Ministerial Reviews, and Attendance Board.

*Users:* Alberta Education staff whose access is necessary for the performance of their duties.

*Legal authority:* School Act.

#### Teacher Information System

*Location:* Regional Services Division.

*Information maintained:* Teacher name, address, birth date, certificate country code, certification number, certification status, citizenship, marital status, education history, employer name and address, employment commencement date, gender, phone number, social insurance number, salary grid placement.

*Individuals:* All Alberta teachers for whom a certificate of teaching has been issued.

*Use:* Maintain information on the qualifications and teaching history of those teaching in Alberta and effectively administer the Teacher Certification Program.



*Users:* Alberta Education staff whose access is necessary for the performance of their duties.

*Legal authority:* School Act.

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### Procedure manuals

- Charter School Handbook
- Guidelines for Evaluating Foreign Teacher Credentials
- Guidelines for Evaluation of Schools/School Jurisdictions
- Guidelines for Evaluation of Superintendents
- Home Education Guidelines
- Information sheet – Practice Review of Teachers Regulation
- Resources for Teaching Students with Special Needs
- Special Education Grants Manual

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### EDC 4

### COMMUNICATIONS BRANCH

This branch coordinates departmental public relations to inform the public about the policies, programs and services provided by Alberta Education; provides public relations consultation, and editorial, graphic and print production services for senior management and the department.

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### General classes or types of information

- Annual reports
- Education week
- News releases
- Newsletters (“InFocus”, “Intercom”)
- Public relations
- Publications (internal and external)
- Speeches

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### Personal information banks

*See Common Records*

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### Procedure manuals

*None*

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### EDC 5

### HUMAN RESOURCES BRANCH

This branch directs human resources planning and provides personnel services including recruitment and selection, job classification, performance management, training and development of staff; and administers the pay and benefits system.

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### General classes or types of information

- Appointments to boards and agencies
- Benefits
- Collective bargaining records

- Employee records
- Grievance records
- Human resources planning
- Labour relations
- Long-term disability plan
- Occupational health and safety
- Pension administration
- Policies and procedures
- Position records
- Staffing and recruitment records
- Training and development
- Workers’ compensation

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### Personal information banks

*See Common Records*

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### Procedure manuals

*None*

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### AFFILIATED PUBLIC BODIES

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### EDC 6

### ATTENDANCE BOARD

The Board’s mandate is to hear matters referred to it pursuant to section 10 of the School Act respecting failure of a student under 16 years of age to attend school.

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### General classes or types of information

- Court decisions
- Membership
- Panel decisions
- Panel minutes

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### EDC 7

### BOARD OF REFERENCE

The mandate of the Board is to hear disputes arising between a teacher and a school board pursuant to section 124 of the School Act with respect to a termination of a contract of employment, suspension of a teacher, termination of a designation of a teacher or the refusal of a board to give an approval pursuant to section 89(2) of the School Act.

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### General classes or types of information

- Membership
- Orders of the Board of Reference
- Record of appeals
- Record of hearing transcripts

**CERTIFICATION APPEAL COMMITTEE**

The mandate of the Committee is to hear appeals of a refusal or recommendation of the Registrar under section 8 of the Teacher Certification Regulation. The Committee may confirm or vary a refusal or recommendation of the Registrar and shall inform the appellant, the Registrar and the Minister, in writing of its decision.

**General classes or types of information**

- Decisions or recommendations of the Committee
- Membership
- Minutes

**COMPETENCY REVIEW APPEAL COMMITTEE**

The mandate of the Committee is to rule on findings of the Competency Review Panel as a first level of appeal. The Competency Review Appeal Committee on appeal may grant adjournment of the proceedings or reserve the determination of the matters before it for a future meeting of the Committee. On granting special leave for that purpose, the Committee receives further evidence, or draws inferences of fact and makes a determination of finding that in its opinion, ought to have been made by the Competency Review Panel.

**General classes or types of information**

- Decisions and recommendations of the Committee
- Membership
- Minutes

**COMPETENCY REVIEW PANEL**

The mandate of the Panel is to conduct hearings into the competency of a teacher and make recommendations to the Minister of Education concerning the future certification of a teacher. A Competency Review Panel may direct the teacher to successfully complete a specific course of studies within a period of time, direct a teacher to complete a supervised practical experience, recommend the Minister suspend the certificate of a teacher, direct the teacher to adhere to Alberta prescribed curriculum or programs of study, or recommend to the Minister cancellation of the teacher's certificate.

**General classes or types of information**

- Decisions or recommendations of the Panel
- Membership
- Minutes of the Panel

**COMPLAINANT APPEAL COMMITTEE**

The Committee's mandate is to hear appeals from complainants of decisions of the Registrar not to proceed with a competency complaint against a teacher. On appeal, the Committee shall confirm the decision of the Registrar, direct the Registrar to appoint a person to conduct a formal investigation if no formal investigation has been held, or direct that the matter be heard by a Competency Review Panel.

**General classes or types of information**

- Decisions of the Committee
- Membership
- Minutes

**COUNCIL ON ALBERTA TEACHING STANDARDS (COATS)**

The mandate of COATS is to provide advice to the Minister of Education on matters related to teaching standards including teacher education, teacher professional development, teacher evaluation and recognition of excellence and practice review.

**General classes or types of information**

- Membership
- Minutes
- Recommendations to the Minister
- Sub-committee reports

**SCHOOL BUILDINGS BOARD**

The Board's mandate is to make decisions regarding capital funding allocation within the policy, priorities and budget limits established and approved by the government (Cabinet and Treasury).

**General classes or types of information**

- Agendas and minutes
- Capital plan
- Equipment funding
- Tendering documents

**SPECIAL NEEDS TRIBUNAL**

The Tribunal's mandate is to confirm a school board's determination that it is unable to provide a student with an educational program appropriate to meet the student's need. The Tribunal sees to the approval and development of an appropriate program for the student and apportions costs to be borne.

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**General classes or types of information**

- Decisions of the Tribunal
- Membership
- Report of the Tribunal

**EDC 15****TEACHING PROFESSION APPEAL BOARD**

The Board's mandate is to allow appeals of the Alberta Teachers' Association's disciplinary process. It reviews findings and reports of the discipline committee and executive committee of the Alberta Teachers' Association.

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**General classes or types of information**

- Decisions of the Board
- Membership
- Recommendations to the Minister
- Record of appeals
- Record of hearings



**HEAD**

Minister of Energy  
408 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-3740  
Fax: (403) 422-0195

**ACCESS**

Freedom of Information and Privacy Coordinator  
14th Floor, North Tower, Petroleum Plaza  
9945 - 108 Street  
Edmonton, Alberta  
T5K 2G6  
Telephone: (403) 427-8697  
Fax: (403) 422-0800

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the Energy Library, 7th Floor, North Tower, Petroleum Plaza, 9945 - 108 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-7425

**Mandate**

The Alberta Ministry of Energy has responsibility for oil, natural gas, oil sands, hydrogen, coal, electricity, and mineral resources. The department's mandate is to develop energy and mineral-related policy in a fair, efficient and open manner reflecting the changing business environment; monitor and assess Alberta's mineral resource base; manage the disposition of energy and mineral development rights; determine, collect and provide forecasts and analyses of the Crown's share or revenue from the exploration, development and sale of energy and mineral resources; promote research and commercialization of research results to enhance environmentally sound development of energy and mineral resources; stimulate development of Alberta's energy and mineral resources with emphasis on accelerating development of oil sands and heavy oil resources; and promote the "Alberta Advantage" by acting as an advocate for the Alberta energy and mineral sectors and preserving their geographical market.

**Organization**

The department has five divisions: 1) External Relations and Communications; 2) Oil Sands and Research; 3) Operations and Support; 4) Policy; and 5) Strategic Resources. The department provides services from offices in Edmonton and Calgary. In addition to the department, the Energy Ministry comprises the

Alberta Energy and Utilities Board (which is listed separately in this directory), the Energy Research Council and the Freehold Mineral Rights Tax Appeal Board.

**ENER 1****EXTERNAL RELATIONS AND COMMUNICATIONS**

External Relations and Communications Division supports the energy industry internationally, coordinates intra- and inter-governmental activities and stakeholder consultation, and provides corporate communication services. It has two branches: External Relations and Communications. The division oversees the Calgary Information Centre which provides technical resource information to the energy industry.

**General classes or types of information**

*External Relations Branch: Contains mainly administrative records pertaining to the department's external relations. Includes correspondence, invitations, arrangements and reports relating to visits from Canadian and foreign delegations to Alberta. Also includes correspondence, policy, reports and statistics pertaining to other countries, and to companies operating in Canada and internationally.*

*Communications Branch: Contains mainly administrative records relating to the provision of communications services. Common records include speeches, news releases and news clippings, program information, brochures, newsletters, fact sheets, annual reports, advertising, audio-visual and display materials, graphic design, production and printing records.*

**Personal Information banks**

*See Common Records*

**Procedure manuals**

*None*

**ENER 2****OIL SANDS AND RESEARCH DIVISION**

The Oil Sands and Research Division promotes the development of Alberta's oil sands and heavy oil resources. The division promotes research and communication of research results relating to oil sands, heavy oil, hydrogen, coal and other energy resources. The division manages the Crown's equity interests in oil sands projects and promotes exploration for mineral resources by providing basic geoscience information.

**General classes or types of information**

*Operational records are maintained on subjects related to oil sands policy; oil sands research; research and technology; and the Alberta Geological Survey.*

- Alberta Coal Research Program
- Alberta Hydrogen Research Program
- Alberta Research Council
- Canada/Alberta Partnership Agreement on Mineral Development
- Commercialization
- Computer modelling
- Environmental technology
- Incentives Grant Assistance Program
- In situ carbonate recovery research
- In situ conventional oil enhanced recovery research
- In situ heavy oil research
- In situ oil sands recovery research
- National Centre for Upgrading Technology
- Oil sands extraction
- Oil sands mining
- Oil sands upgrading
- OSLO
- Syncrude
- Technology transfer
- University programs

### Personal information banks

#### Industrial post-doctoral fellows

*Location:* Oil Sands and Research Division.

*Information maintained:* Names, addresses, phone numbers, education, experience.

*Individuals:* Individuals applying for industrial post-doctoral fellowships.

*Use:* Evaluation, awarding of post-doctoral fellowship.

*Users:* Oil Sands and Research Division.

*Legal authority:* Government Organization Act.

### Procedure manuals

None

## ENER 3

### OPERATIONS AND SUPPORT DIVISION

The Operations and Support Division is responsible for resource development policies and for managing the disposition of energy and mineral development rights. It also administers mineral resource programs to collect revenues from rentals, sales, royalties and freehold taxes; and markets the Crown's royalty crude.

#### General classes or types of information

*Records include leases, licences, unitization agreements, trespass, geological mapping, oil and gas postings, public notices, Metis Settlement agreements, Crown agreements, registration and searches, mineral mapping, mineral land use planning, compensation claims, assessment/verification and collection of Crown royalties, approval of submissions for deductions from Crown royalties, freehold mineral rights tax statements including appeals and adjustments and auditing Crown royalties, royalty reference price filings and cost of services. Natural Gas records cover the purchase*

*and consumption of natural gas within Alberta; the sale and destination of gas removed from Alberta; purchase and transportation of natural gas liquids; applications including voting ballots relating to the Finding of Producer Support; Alberta Cost of Service, Export Flowback and their various components; monthly exemption from take-or-pay levies; assessment of take-or-pay levies; and payment of take-or-pay costs.*

- Approval of applications for oil incentive programs
- Audit records on gas, gas liquids, and coal royalties
- Collection of estimated royalties outstanding royalty debts
- Continuation administration of oil and gas leases
- Continuation of leases
- Crown agreements
- Crown interest determination, product vintaging, owner activity statements, royalty volumes, reconciliation of production/royalty volumes, statistical reporting, invoicing/account management, deductions from Crown royalty volumes
- Defaults/notices
- Facilities – Plants, gathering systems and compression
- Finding of Producer Support for the resale of gas under netback pricing arrangements
- Freehold mineral rights tax receipts
- Gas cost allowance
- Gas incentive programs
- Gas Royalty Operations
- Geological mapping
- Issue public offering notices
- Lease cancellation
- Licences
- Metis Settlements agreements
- Mineral tax statements including appeals and adjustments
- Oil and gas postings
- Oil and Gas Administration
- Penalties
- Pricing
- Production entities – Assigned ownership of production for administration purposes
- Production
- Registrations and searches
- Royalty accounting
- Royalty injection
- Royalty reference price filings and cost of services
- Spacing units
- Subsurface Crown agreements
- Tax and royalty records for: experimental and primary oil sands projects, coal, metallic and industrial minerals
- Trespass
- Unitization agreements
- Wells

**Personal information banks**

**Client list**

*Location:* Mineral Tax, Oil Sands and Other Royalty.  
*Information maintained:* Names, addresses and property description.  
*Individuals:* Persons who own mineral rights in the province.  
*Use:* Contact for business purposes.  
*Users:* Department staff.  
*Legal authority:* Government Organization Act.

**Procedure manuals**

- Alberta Cost of Service
- Natural Gas Reporting Guides
- Transactions and Fund Disbursements

**ENER 4**

**POLICY DIVISION**

The Policy Division provides analyses and advice to assist the government in making decisions on energy policies and programs, forecasts provincial resource revenues, and represents the province in energy regulatory processes in other jurisdictions.

**General classes or types of information**

*Includes analysis of oil and gas markets and prices; financial analysis and assessments of the energy industry; analysis of existing royalty regimes, supply policy and the economics of exploration and development of Alberta's hydrocarbons; economic and policy analysis of oil, gas, coal and electricity supply development; analysis of utility policies and programs; provincial energy revenue forecasts; programs that promote energy efficiency, alternate fuels, and the reduction of emissions from energy use.*

- Coal – Policy, development strategies, fuel use policy, royalties and tenure, methane gas, research and development, environmental issues, industry specific coal projects
- Corporate analysis – General and industry specific
- Crude oil – Policy, pricing, royalty, upgrading, products and supply
- Economics – General, industry activity, econometric models
- Electricity – Policy, reports and studies, Electric Energy Marketing Agency and Electric Energy Marketing Act review
- Environment – Policy
- Exploration
- Federal/Alberta overlap and duplication
- Hydroelectric power
- Incentive programs
- International industry activity
- Interpretations and rulings
- Investment
- Natural Gas – Policy

- Non-utility generation
- Oil sands
- Petrochemicals – Policy, general, ethane refining, projects
- Pipelines – Oil, gas, regulatory agencies, tolls and facility hearings, proposals, companies
- Provincial Utility Income Tax Rebate
- Refined petroleum products
- Revenue forecasts
- Royalty
- Small Power Research and Development Program
- Sulphur
- Taxation – Policy, general, Alberta Royalty Tax Credit, freehold, incentives
- Trade
- Transmission and distribution – General, power lines, wheeling

**Personal information banks**

**Contacts list**

*Location:* Assistant Deputy Minister's Office.  
*Information maintained:* List of names and phone numbers of contacts in the Alberta government, federal government, other provincial governments, foreign governments, oil and gas producing companies, gas marketing companies, pipeline companies, industrial companies, associations and institutes, banks and other financial companies, lawyers, consultants, universities, media, electric utilities.  
*Individuals:* Presidents, vice presidents, managers, barristers and solicitors, directors, etc.  
*Use:* Provide readily accessible telephone numbers to contact individuals for doing business.  
*Users:* Assistant Deputy Minister.  
*Legal authority:* Government Organization Act.

**Procedure manuals**

- Electric Energy Marketing Act Manual
- Energy Statutes and Regulations
- Federal Energy Regulatory Commission Guidelines
- Gas Royalty Guideline
- Mineral Revenues Division Policy Manuals
- National Energy Board Guidelines

**ENER 5**

**STRATEGIC RESOURCES DIVISION**

The Strategic Resources Division provides strategic financial, computer and administrative support services to the department. This includes responsibility for long-range planning, automated information systems, human resources and office support services. It works to eliminate duplication of information in ministry databases and in industry reporting.



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**General classes or types of information**

*Strategic Resources Division maintains operational records on information systems development and operation, and records relating to specific automated and manual information systems. Other records maintained in this division are common administrative records related to human resources, accommodation, internal audit, financial services and planning.*

- Computer program design
- Information architecture
- Partner Regulatory Information Data Exchange (PRIDE)
- Special projects including studies, developmental plans and proposals, and status reports

---

**Personal information banks****Client registry**

*Location:* Crown Resources Data Service.

*Information maintained:* Names, addresses, phone numbers (some), title of position held.

*Individuals:* Persons who hold agreements with the province for mineral or surface activities (e.g., agricultural leases and mineral agreements).

*Use:* Support mineral and surface operations; enable staff to conduct business.

*Users:* Government staff.

*Legal authority:* Government Organization Act.

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**Procedure manuals**

- Corporate Accounts Receivable (CARS) User Manual
- Department Contract Manual
- Department Financial Policies and Procedures Manual
- Screen and Report Guide

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**AFFILIATED PUBLIC BODIES**

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**ENER 6****ENERGY RESEARCH COUNCIL**

The Energy Research Council is appointed to advise the Minister on research and development matters related to oil sands, heavy oils, minerals and other energy sources.

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**General classes or types of information**

*Contains minutes of the Council's deliberations.*

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**Personal information banks**

*None*

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**Procedure manuals**

*None*

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**ENER 7****FREEHOLD MINERAL RIGHTS TAX APPEAL BOARD**

This Board is appointed to hear appeals in respect of a taxation year. The Board ensures that each appellant is given reasonable opportunity to present its case, and provides the appellant with cogent reasons for the decision of the Board.

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**General classes or types of information**

*Contains minutes of the Board's deliberations.*

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**Personal information banks**

*None*

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**Procedure manuals**

*None*

**HEAD**

Minister of Environmental Protection  
 323 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-2391  
 Fax: (403) 422-6259

**ACCESS**

Freedom of Information and Privacy Coordinator  
 6th Floor, 9915 - 108 Street  
 Edmonton, Alberta  
 Telephone: (403) 427-4429  
 Fax: (403) 427-9838

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the Library, 6th Floor, 9920 - 108 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 944-0313

**Mandate**

The Department of Environmental Protection is responsible for the protection, enhancement and wise use of Alberta's renewable natural resources.

**Organization**

The department is made up four service areas: Land and Forest; Natural Resources; Environmental Regulatory; and Corporate Management. There is also a Communications Division and a Financial Services Division. The department has numerous regional offices throughout the province.

There are also four affiliated public bodies associated with the department, which are autonomous in their staffing and administration: Alberta Special Waste Management Corporation; Tire Recycling Management Board; Natural Resources Conservation Board; and the Environmental Appeal Board.

**EP 1****COMMUNICATIONS**

Communications assists the department by promoting information to Albertans regarding departmental programs and initiatives.

**General classes or types of information**

*Typical records include news releases and news clippings, brochures, Minister's speeches, newsletters, fact sheets, annual reports, advertising, production and printing records, audiovisual and display materials, and graphic design.*

**Personal information banks****Mailing lists**

*Location:* Communications Branch.

*Information maintained:* Names and mailing addresses.

*Individuals:* Department staff, interested individuals and organizations.

*Use:* Communications Branch.

*Users:* Communications Branch.

*Legal authority:* Government Organization Act.

**Procedure manuals**

*None*

**EP 2****CORPORATE MANAGEMENT SERVICES**

Corporate Management Services provides strategic management, regional coordination, research, information management and technology, human resources and corporate services such as education and public involvement to enable the department to carry out its core functions.

**General classes or types of information**

*Operational records are maintained regarding information technology, information management, public involvement, resource data and planning, environmental research, education programs, and regional coordination records regarding legal matters, planning, accommodation and human resources are described in the Common Records section.*

- Acquisition/indexing of information resources
- Air, water and waste management
- Core projects
- Education programs
- Education special events
- Environmental chemistry
- Environmental enhancement
- Environmental toxicology
- Historical survey control observation data
- Integrated Resource Planning (IRP)
- Land survey document tracking records
- Land survey records
- Land use policy
- Land-related plans, programs and projects
- Pest management
- Provincial Parks
- Quality improvement services
- Research and development issue monitoring

- Resource inventory programs
- Resource planning
- Survey control data
- Survey control records
- Transboundary and interjurisdictional water management projects
- Water-related plans, programs and projects

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### **Personal Information banks**

#### **Alberta Environmental Centre (AEC) mailing list**

*Location:* Alberta Environmental Centre.

*Information maintained:* Names and addresses.

*Individuals:* Clients who are interested in receiving AEC publications.

*Use:* Keep a current mailing list for mailouts.

*Users:* Communications staff.

*Legal authority:* Government Organization Act.

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#### **Correspondence and author list**

*Location:* Alberta Environmental Centre (AEC).

*Information maintained:* Name and work affiliation.

*Individuals:* Anyone who corresponds with Alberta Environmental Centre.

*Use:* Aid AEC staff in document retrieval.

*Users:* AEC staff only.

*Legal authority:* Government Organization Act.

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#### **Land surveyors**

*Location:* Land Survey Branch.

*Information maintained:* Name, address, phone number, permit number, registration number, corporate name.

*Individuals:* Land surveyors.

*Use:* Confirm professional membership and correspond with members.

*Users:* Branch staff.

*Legal authority:* Land Surveyors Act, Surveys Act.

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#### **Mailing list – Environmental education practitioners**

*Location:* Education Branch.

*Information maintained:* Names and mailing addresses (usually place of employment).

*Individuals:* People who develop, present or distribute environmental education resources.

*Use:* Invite/notify environmental education practitioners of upcoming events.

*Users:* Education Branch.

*Legal authority:* Government Organization Act.

---

#### **Mailing lists**

*Location:* Department offices throughout Alberta.

*Information maintained:* Names and addresses.

*Individuals:* The general public who have shown an interest in a specific planning area.

*Use:* Keep individuals, associations and businesses

informed on the progress of the plan and provide them with the opportunity to participate in its development.

*Users:* The Strategic and Regional Support Division and Public Advisory Committees.

*Legal authority:* Government Organization Act.

---

#### **Municipal Integrated Surveying and Mapping (MISAM) partners**

*Location:* Geodetic Survey Branch.

*Information maintained:* Addresses, individual contacts, municipal jurisdiction.

*Individuals:* People within municipalities who participate in the MISAM program that are contacts for geodetic survey issues.

*Use:* Maintain a list of partners to notify of relevant activities.

*Users:* In-house use, occasional use by outside organizations for notification of education opportunities.

*Legal authority:* Surveys Act.

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#### **Survey Control Data clients**

*Location:* Geodetic Survey Branch.

*Information maintained:* Address, phone number, fax number, agency name.

*Individuals:* Users of Survey Control Data including hard copy/digital data as well as remote access clients.

*Use:* For information and communication with client groups.

*Users:* In-house (branch) use.

*Legal authority:* Surveys Act.

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#### **Workshop participants**

*Location:* Education Branch.

*Information maintained:* Names and addresses (usually school) of participants in workshops presented by Education Branch. (Note: This is not a complete listing of all participants).

*Individuals:* Educators such as teachers, youth leaders, community leaders, etc.

*Use:* Follow-up mailing of resources; evaluation purposes.

*Users:* Education Branch.

*Legal authority:* Government Organization Act.

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#### **Procedure manuals**

*None*

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### **EP 3**

#### **ENVIRONMENTAL REGULATORY SERVICE**

The Environmental Regulatory Service (ERS) is responsible for ensuring environmental protection and enhancement by establishing criteria guidelines and standards, issuing approvals to ensure adherence to Environmental Protection and Enhancement Act



(EPEA) regulations, monitoring to ensure compliance, conducting investigations, enforcement through the issuance of orders and prosecutions, the environmental assessment process, and the remediation of contaminated sites. ERS is operationally organized into six (6) distinct functional divisions: Land Reclamation, Environmental Assessment, Air and Water Approvals, Chemicals Assessment and Management, and Pollution Control and Action on Waste.

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### **General classes or types of information**

*Records are maintained on the following subjects: criteria guidelines and standards setting; approvals to ensure adherence to EPEA regulations; monitoring to ensure compliance; investigations; enforcement through the issuance of orders and prosecutions; the environmental assessment process; and remediation of contaminated sites.*

- Approvals – Industrial air emissions, wastewater discharges, industrial activities, pesticides, municipal water treatment facilities and municipal wastewater treatment facilities
- Compliance
- Contaminated sites and site remediation (including Help End Landfill Pollution – H.E.L.P.)
- Emergency response
- Enforcement
- Enforcement – Orders
- Environmental assessment information
- Environmental criteria
- Environmental Impact Assessment (EIA) projects
- Hazardous waste
- Investigations relating to health and safety, accidental spills and releases
- Investigations relating to pollution
- Land use
- Material management – Regional landfills
- Ministerial consents – Restricted Development Areas (RDAs)
- Monitoring – Industrial air emission, industrial wastewater discharge, ambient air quality, groundwater, soil, municipal wastewater treatment facilities, drinking water
- Municipal projects
- Non-approved oil and gas wellsites and associated facilities
- Operator Certification Training for Municipal Water and Wastewater Systems
- Penetrator corridors
- Program coordination related to Action on Waste programs and education
- Reclamation research
- Recycling – Beverage container, waste minimization
- Regional land use
- Restricted Development Areas (RDAs)
- Reviews of sales for petroleum and natural gas rights and extraction of minerals
- Secondary/interim land use

- Source standards related to technology, reporting and land use

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### **Personal information banks**

#### **Register of Environmental Assessment Information**

*Location:* Environmental Assessment Division.

*Information maintained:* Names, addresses, project and process details required under the EPEA.

*Individuals:* Private individuals/companies.

*Use:* A summary of projects in the Register of Environmental Assessment Information that are currently going through the Environmental Assessment process according to the EPEA is sent out on a regular basis. A mailing list of groups and individuals having an interest in the administration of Environmental Assessment is part of the Register. Used for tracking of activities subject to the Environmental Assessment process and provision of information to the public.

*Users:* Coordinator for the Register of Environmental Assessment Information.

*Legal authority:* Alberta Environmental Protection and Enhancement Act.

---

#### **Operator certification**

*Location:* Municipal Branch.

*Information maintained:* Individual operators training and certification includes applications for certification, applications for courses and seminars, photocopies of certificates and personnel information on the operators.

*Individuals:* All certified operators throughout Alberta.

*Use:* Ensure operators at water treatment plants and wastewater treatment plants are certified.

*Users:* Certification Unit only.

*Legal authority:* Alberta Environmental Protection and Enhancement Act (section 76-77).

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#### **Pesticide certificates of qualification**

*Location:* Chemical Assessment and Management Division.

*Information maintained:* Material relating to certificates of qualification for individuals applying pesticide products within the Province of Alberta. Application forms and requests for applicator certification; examination results, amendments to certification applications, renewal requests, completed summaries of pesticides applied by specific applicators and routine correspondence pertaining to daily operation activities.

*Individuals:* Pesticide applicators.

*Use:* Maintain records of all pesticides applicators in the Province of Alberta.

*Users:* Division personnel.

*Legal authority:* Alberta Environmental Protection and Enhancement Act (section 76), AR 127/93 (section 3).

## **Procedure manuals**

### *Chemical Assessment and Management Division:*

#### **Contaminated Sites Branch:**

- Contaminated Sites Guidelines (being developed)
- Industrial Site Decommissioning Guidelines (being developed)

#### **Groundwater Protection Branch:**

- CCME (Canadian Council of Ministers of the Environment) Canadian Water Quality Guidelines
- CCME Interim Canadian Environmental Quality Criteria for Contaminated Sites (September, 1991)
- Design and Construction of Liners for Municipal Wastewater Stabilization Ponds
- Risk Management Criteria and Remediation Guidelines for Petroleum Storage Tank Sites – 1995

#### **Industrial Wastes Branch:**

- Asbestos Guidelines
- Ballast Booklet
- Deep Well Injection of Industrial Wastes in Alberta
- Guide for Sulphur Disposal
- Guidelines for the Management of Wastes Containing PCBs
- Hazardous Waste Fact Sheets
- Interim Guideline for Handling Petroleum Hydrocarbon Contaminated Soil
- Land Treatment Guidelines
- Landfills Guidelines
- Leachate Extraction
- PCB Story (Series 1, 2, & 3)
- Storage Guidelines
- Wood Treatment (CCME)

#### **Pesticide Management Branch:**

- Canadian Maximum Residue Limits (Health Canada)
- CCME Canadian Water Quality Guidelines
- Guidelines for Canadian Drinking Water Quality (Health Canada)
- Pesticide Product Label Information
- Regulatory Directives (Agriculture Canada)

### *Land Reclamation Division:*

- Guide for Oil Production Sites: pursuant to the Environmental Protection and Enhancement Act and Regulations
- Guide for Pipelines
- Guide for Transmission Lines: pursuant to the Environmental Protection and Enhancement Act and Regulations
- Information Requirements for Regulated Pipelines
- Manual on Soil Conservation and Pipeline Construction (draft)
- Reclamation Criteria for Wellsites and Associated Facilities
- Soil Handling Procedures for Problem Soils During Pipeline Construction

### *Pollution Control Division:*

- Enforcement Program for the Environmental Protection and Enhancement Act
- Pollution Control Division – Emergency Response Plan (draft)
- Release Reporting Guidelines
- Source Sampling Code

### *Air and Water Approvals Division:*

#### **Air Emissions Branch:**

- Air Monitoring Directive (AMD) – Monitoring and Reporting Procedures for Industry
- Air Pollutant Emissions from the Incineration of Hospital Wastes (July, 1987)
- Air Quality Model Guidelines (being developed)
- Alberta Ambient Air Quality Guidelines (September, 1993)
- Energy Resources Conservation Board – Information Letter IL 88-13: Sulphur Recovery Guidelines for Sour Gas Plants in Alberta
- Guidelines for Limiting Contaminant Emissions to the Atmosphere from Fertilizer Plants and Related Industries in Alberta (February, 1976)
- Guidelines for Location of Stationary Bulk Ammonia Storage Facilities (May, 1977)
- Incinerator Standards – Guidelines for Design and Operation of Refuse Incinerators in Alberta (February, 1983)
- Measurement of Stack Emissions for Total Reduced Sulphur Compounds from Pulp and Paper Operations (December, 1988)
- Reference Method for Source Testing: Measurement of Emissions of Total Reduced Sulphur Compounds from Sour Gas Plants (June, 1991)
- Source Sampling Code

#### **Industrial Wastewater Branch:**

- Best Management Practices and Spill Response Guidance Document (July, 1994)
- Sanitary Sewage Management Guidelines for Industrial Operations (January, 1995)
- Secondary Containment Guideline for Above Ground Storage Tanks (October, 1994)
- Tracer-dye Study Guidelines (December, 1991)

#### **Municipal Water and Wastewater Branch:**

- Design and Construction Liners for Municipal Wastewater Stabilization Ponds (March, 1985)
- Evaluation of Lagoon Treatment in Alberta
- Guidelines for Canadian Drinking Water Quality (1978) Health Canada Publication (Fifth Edition Reprinted 1984)
- Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands (March, 1992)
- Guidelines for the Design and Approval of Water Supply Systems for Small Municipal Developments (August, 1986)

- Guidelines for the Design, Approval and Operation of Sewage Lagoons for Municipal Developments (September, 1986)
- Sewage as a Resource – Land Application of Sewage Effluents and Sludge (mid-1980's)
- Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems (April, 1988)
- Stormwater Management Guidelines (March, 1987)

#### EP 4

### FINANCIAL SERVICES

Financial Services provides analysis, information and recommendations; implements the delegated responsibility and accountability for financial and business decisions and for reporting financial information; and provides systems to manage the department's financial assets, liabilities, revenues and expenditures.

#### General classes or types of information

*All of the records maintained by this division are financial records described in the Common Records section of this directory.*

#### Personal information banks

*None*

#### Procedure manuals

*None*

#### EP 5

### LAND AND FOREST SERVICE

Land and Forest Service is responsible for the proper use, management, allocation and protection of Alberta's public lands.

In the **Green Area** (Crown forest land encompassing about 54 percent of the provincial land base), the Service undertakes programs in timber management, planning, inventory, range and protection of watersheds; reforestation and reclamation; fire suppression and prevention, and insect and disease control; and recreation and education through the Junior Forest Warden and Junior Forest Ranger programs. In the **White Area** (generally Crown land with settled populations) and **Green Area**, the Service regulates petroleum and natural gas exploration activities; and oil sands, coal, geophysical and land dispositions.

#### General classes or types of information

*Operational records are maintained on subjects related to forest management, forest protection and land administration. These include:*

*Land Administration: Public leases for recreation, grazing, cultivation, industrial and commercial uses. Integrated Resource Planning (IRP), conservation of lands, foreign ownership and Land Agents Licensing.*

*Forest Management: Planning, harvesting, revenue collection, reforestation, enforcement of Crown rules, genetics, growth and yield, nursery operations, herbicide use, and stand tending.*

*Forest Protection: Firefighter training equipment, aircraft, weather, insect and disease, fire suppression, preparedness.*

*Program Support Services: Budget, research support, computers, youth programs, human resources.*

- Abandoned railway rights of way
- Access and trespass
- Air Attack Program
- Air operations
- Aircraft analysis and evaluation
- Airports
- Airstrips
- Annexation of lands
- Aviation fuel and oils
- Boundaries
- Canada/Alberta Forest Research Development Agreement (CAFRDA)
- Canada/Alberta Partnership Agreement in Forestry
- Canadian Biodiversity Strategy
- Coal
- Collections
- Communication systems
- Computer systems
- Conservation
- Cooperative agreements
- Demonstration forests/official openings
- Ecological reserves
- Ecological resources
- Electric transmission lines
- Environment
- Environmental Impact Assessment (EIA)
- Environmental management framework
- Environmental training centre
- Experimental sites
- Extension services
- Federal lands
- Fire detection
- Firefighting equipment
- Firefighting training
- Fire management
- Fire prevention
- Fish and wildlife service
- Float planes
- Foreign ownership of land



- Forest companies
- Forest Development Research Program
- Forest displays and exhibits
- Forest economics
- Forest inventory
- Forest management
- Forest Management Agreements (FMAs)
- Forest offices
- Forest reclamation projects
- Forest roads and log transport
- Forestry youth and social development
- Fuel caches
- Genetics
- Grazing/farmlands lease conversion
- Green Area
- Guides and outfitters
- Helicopter pads
- Helicopters
- Helitack Program
- Herbicides
- Historical sites and monuments
- Import/export tariff and taxes
- Industrial land management
- Initial Attack Program
- Insect and disease
- Integrated Resource Planning (IRP)
- Issues and concerns
- Junior Forest Ranger Program
- Junior Forest Wardens Program
- Land and forest service
- Land classification and evaluation
- Land management
- Land purchases/acquisitions for public and departmental use
- Land reclamation
- Land use
- Landfills
- Maintaining Our Forest
- Metis
- Metis Settlements Accord
- Natural areas
- Nursery practices
- Operating ground rules
- Peatland forestry
- Peatland/wetland conservation and management
- Pesticides
- Pheromones
- Pine Ridge Forest Nursery
- Pipelines
- Planning/land use and development
- Planting
- Post-harvest survey
- Pre-harvest survey
- Prescribed burns
- Presuppression of wildfires
- Provincial Parks
- Public lands
- Public relations initiatives

- Public tenders
- Publications
- Recreation and tourism
- Reforestation
- Regeneration surveys
- Regional planning municipal districts
- Rentals and charges
- Research projects
- Resource Planning Branch
- Restricted Development Areas (RDAs)
- Restrictions/notations/reservations
- Risk reduction
- Scaling
- Scarification contractors
- Sector Boss Program
- Seeding
- Shoreline management
- Silviculture
- Site preparation techniques
- Soils
- Stand tending
- State of the Environment Report
- Student Fire Crew Program
- Stumpage fees
- Subdivision development of Crown lands
- Suppression
- Surface material management
- Sustainable development
- Tax recovery lands
- Taxes/taxation
- Telecommunications
- Timber appraisal
- Timber damage assessment
- Timber development areas
- Timber dispositions
- Timber management
- Timber quotas
- Transfer of land
- Transfer of public lands
- Trappers compensation
- Tree improvement and forest renewal
- Unauthorized use of public lands
- Water resource management
- Weather
- Wellsites
- Wood chips
- Woods operations

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### Personal information banks

#### Junior Forest Ranger Program

*Location:* Program Support Branch.

*Information maintained:* Individuals' and company names and addresses.

*Individuals:* Individuals who participate in the program.

*Use:* Mailing list and contact list.

*Users:* Program Support Branch.

*Legal authority:* Government Organization Act.

**Junior Forest Wardens Program**

*Location:* Program Support Branch.  
*Information maintained:* Individuals' names and addresses and any payment they received.  
*Individuals:* Participants in the program.  
*Use:* Mailing list and contact list.  
*Users:* Program Support Branch.  
*Legal authority:* Government Organization Act.

**Timber dispositions List**

*Location:* Forest Management.  
*Information maintained:* Individuals and companies and their timber dispositions.  
*Individuals:* Individuals with timber licences.  
*Use:* Business contact.  
*Users:* Forest Management staff.  
*Legal authority:* Government Organization Act.

**Timber quotas list**

*Location:* Forest Management.  
*Information maintained:* Individuals and companies and their timber quotas.  
*Individuals:* Individuals with timber quotas.  
*Use:* Business contact.  
*Users:* Forest Management staff.  
*Legal authority:* Government Organization Act.

**Procedure manuals**

- Forest Officer Training and Development Guide
- Land Forest Service (LFS) Rulings Book
- Land Forest Service (LFS) Recruitment Standards Manual

**EP 6**

**NATURAL RESOURCES SERVICE**

The Natural Resources Service is responsible for management of water resources within the province and of water matters held in common with other provinces and the federal government; conservation of Alberta's fish and wildlife resources for their intrinsic value and for the provision, in perpetuity, of sustainable benefits and enjoyment of Albertans; management of a system of conservation and outdoor recreation lands that protect examples of the province's diverse natural landscapes; and provision of opportunities for heritage appreciation, recreation and tourism.

**General classes or types of information**

*Operational records relate to fish and wildlife resources, water resources and provincial parks.*

- Agreements
- Approvals issued under the Water Resources Act
- Archaeology
- Biological information

- Campgrounds
- Canadian heritage rivers systems
- Conservation education
- Contamination and diseases
- Crop damage
- Design and development
- Domestic sport, commercial and bait fishing
- Ecological resources
- Enforcement
- Enforcement of fish and wildlife related legislation
- Environment
- Environmental education
- Falconry
- Fish and fish habitats
- Fish culture programs and facilities
- Fisheries management
- Forest Recreation Areas
- Fur management and trapping
- Grants for Alberta Water Management Erosion Control Program
- Habitat management
- Harvest data and season setting for hunting
- Hunting and fishing licensing
- Importation of wildlife
- Industrial land management
- Integrated Resource Planning (IRP)
- Investigations and complaints
- Land purchases/acquisition
- Land use administration
- Management and operations
- Marketing
- Monitoring, water level and flow forecasting data
- Native relations
- Natural areas
- Non-game bird and waterfowl management
- Nuisance wildlife
- Occurrence reports
- Prosecutions
- Protected areas
- Provincial Parks/Provincial Recreation Areas
- Recreation and tourism
- Recreation planning
- Regional enhancement programs
- Rehabilitation sanctuaries and endangered species
- Restrictions/notations/reservations
- Revenue
- Size and location of lakes, streams, and rivers
- Special Places 2000
- System planning and land management
- User surveys
- Volunteer programs
- Volunteers
- Water quality and assessment data
- Wilderness areas
- Wildlife Enhancement Program
- Wildlife in captivity
- Wildlife management
- Wildlife population surveys

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## **Personal information banks**

### **Holders of commercial licences**

*Location:* Program Support Division.

*Information maintained:* Name, address, telephone number, identification number (if applicable).

*Individuals:* Licensed guides and outfitters, fur dealers, registered fur management area licence holders, taxidermists, resident fur management licence holders.

*Use:* Maintain a history of licensees and determine eligibility.

*Users:* Staff.

*Legal authority:* Government Organization Act.

---

### **Holders of non-recreational fish licences**

*Location:* Program Support Division.

*Information maintained:* Name, address, identification number, and in the case of commercial fishermen, the lakes they are licensed to fish.

*Individuals:* Holders of commercial fishing and game farm licences (commercial and private).

*Use:* Maintain a history of licensees and determine eligibility.

*Users:* Staff.

*Legal authority:* Government Organization Act.

---

### **Investigations and complaints**

*Location:* Parks Management Support Division.

*Information maintained:* Correspondence relating to complaints and investigations of various disturbances and violations. Includes illegal activities such as theft, illegal import and export, illegal trapping, shooting non-game, and boat overloads. Also includes records of young offenders, criminal justice information.

*Individuals:* General public.

*Use:* Business control.

*Users:* Parks staff.

*Legal authority:* Government Organization Act.

---

### **List of hunters**

*Location:* Program Support Division.

*Information maintained:* List of individuals who have purchased hunting licences between 1970 and 1994. Includes name, address, birth date and telephone number.

*Individuals:* All individuals licensed to hunt.

*Use:* Priority listing for special draws; requests for hunting histories; enforcement of eligibility regulations.

*Users:* Staff.

*Legal authority:* Government Organization Act.

---

### **Listing of vendors**

*Location:* Program Support Division.

*Information maintained:* Name, address, identification (vendor) number.

*Individuals:* Individuals/businesses who sell hunting and fishing licences.

*Use:* Maintain a history of vendors; track sales of licences.

*Users:* Staff.

*Legal authority:* Government Organization Act.

---

### **Occurrence report**

*Location:* Parks Management Support Division.

*Information maintained:* The occurrences of all activities illegal or otherwise (e.g., injuries, drownings) within all the Parks system which includes Provincial Parks, Provincial Recreation Areas, Kananaskis Country and Forest Recreation Areas.

*Individuals:* General public.

*Use:* Business contact.

*Users:* Parks support staff.

*Legal authority:* Government Organization Act.

---

### **Prosecution listing**

*Location:* Program Support Division and Parks Management Support Division.

*Information maintained:* List of individuals charged with hunting and fishing related offences and disposition of charges. Contains name, address and birth date.

*Individuals:* Hunters charged with offences.

*Use:* Prosecution history; monitor eligibility.

*Users:* Staff.

*Legal authority:* Government Organization Act.

---

### **Volunteers**

*Location:* Parks Management Support Division.

*Information maintained:* Volunteer Steward Program by which concerned citizens can become actively involved in helping to protect Alberta's natural heritage. Also includes campground host programs, corporate partnerships, Friends of (various) Societies, etc.

*Individuals:* Private citizens.

*Use:* Program operation.

*Users:* Parks staff.

*Legal authority:* Government Organization Act.

---

### **Water rights licences**

*Location:* Water Resources Management, Regional Services, Water Rights, Regional Offices.

*Information maintained:* Applications, certificates of registration, land location, address, phone numbers, right-of-way, correspondence and drawings, maps and plans.

*Individuals:* Any Albertan that requires to divert water, including farmers, ranchers, irrigators, businessmen, etc.



*Use:* This information is maintained in order that the provincial government can properly allocate water without affecting water course flow and meet transboundary agreements.

*Users:* Provincial government planners, engineers and technologists.

*Legal authority:* Water Resources Act.

---

### **Water well drillers**

*Location:* Water Resources Technical Services, Hydrogeology Branch.

*Information maintained:* Name, address and licence number.

*Individuals:* All individuals or companies holding a water well drilling licence.

*Use:* Maintain a list of licensed water well drillers.

*Users:* General public, department staff.

*Legal authority:* Water Well Regulation 123/93.

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### **Procedure manuals**

- Fish and Wildlife – Licensing Manual
- Fish and Wildlife – Policy Statements
- Fish and Wildlife – Standards and Procedures Manual
- Fish and Wildlife – Vendor Guide to Issuing Hunting Licences
- Forest Service – Visitor Registration
- Parks Guide
- Parks – Visitor Registration Manual
- Policy, Procedures and Directives Manual
- Problem Wildlife Management
- User Fees – Registration Manual

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### **AFFILIATED PUBLIC BODIES**

EP 7

#### **ALBERTA SPECIAL WASTE MANAGEMENT CORPORATION**

The Alberta Special Waste Management Corporation promotes the establishment and operation of cost effective special waste management solutions in Alberta and beyond, which protect public health and safety and enhance environmental quality.

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#### **General classes or types of information**

*Contains information on environmental monitoring program statistics and agreements for transfer stations.*

- Applications and agreements for transfer stations
- Environmental monitoring information
- Program results and contacts

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#### **Personal information banks**

*None*

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### **Procedure manuals**

*None*

EP 8

#### **ENVIRONMENTAL APPEAL BOARD**

The Environmental Appeal Board has statutory authority to hear appeals of administrative decisions made with respect to a variety of matters regulated by the Environmental Protection and Enhancement Act. Much attention has been focussed on the ability of the Board to hear appeals in connection with approvals, but the Board's jurisdiction extends throughout the Act.

Generally, the Board has the power to make recommendations to the Minister of Environmental Protection on matters brought before it, and the Minister makes the final decision. On matters relating to requests for confidentiality and administrative penalties, the Board makes the final decision. In carrying out its functions, the Board has all the powers of a Commissioner including the ability to retain experts to assist with matters before the Board and to compel persons or evidence to be brought before the Board. The Board does not replace or eliminate the right of Albertans to seek judicial review in the courts, consistent with the normal common law practice.

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#### **General classes or types of information**

*Contains environmental protection orders, enforcement orders, and appeals.*

---

#### **Personal information banks**

##### **Environmental appeals**

*Location:* Environmental Appeal Board.

*Information maintained:* Names and addresses of parties involved with appeals.

*Individuals:* Parties involved with appeals.

*Use:* Business contact purposes.

*Users:* Environmental Appeal Board staff.

*Legal authority:* Alberta Environmental Protection and Enhancement Act.

---

### **Procedure manuals**

- Rules of Practice

EP 9

#### **NATURAL RESOURCES CONSERVATION BOARD**

The mandate of the Natural Resources Conservation Board is to provide for an impartial process to review projects that will or may affect the natural resources of Alberta. The reviews will determine whether, in the Board's opinion, the projects are in the public interest having regard for the social and economic effects of the projects and their impact on the environment.

---

**General classes or types of Information**

*Contains information on incinerator expansion, construction of major recreational and/or tourism projects; water management projects such as dams, weirs and canals; quarries and forestry projects; and projects to construct facilities to manufacture pulp, paper, newsprint or recycled fibre.*

---

**Personal information banks****Participant lists**

*Location:* Natural Resources Conservation Board.

*Information maintained:* Names, addresses, affiliation (group, company, association), phone numbers.

*Individuals:* People who actively participated in a hearing or pre-hearing.

*Use:* For further contact, if necessary.

*Users:* Natural Resources Conservation Board staff.

*Legal authority:* Government Organization Act.

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**Procedure manuals**

*None*

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**EP 10****TIRE RECYCLING MANAGEMENT BOARD**

The Tire Recycling Management Board is responsible for stewarding scrap tire resources for the best interest of Albertans. This stewardship involves building proactive partnerships, developing economical and environmentally sound strategies and implementing these strategies in an efficient and effective manner.

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**General classes or types of Information**

*Contains information on registrations of dealers and wholesalers of tires, landfill sites, fleets, and dismantlers of vehicles; the Alberta Tire Recycling Opportunities Program; the Scrap Tire Management System; proposals for using scrap tires; and processors of scrap tires.*

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**Personal information banks**

*None*

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**Procedure manuals**

*None*

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**HEAD**

Minister of Family and Social Services  
104 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2606  
Fax: (403) 427-0954

**ACCESS**

Freedom of Information and Privacy Coordinator  
Information and Privacy Branch  
12th Floor, Centre West  
10035 - 108 Street  
Edmonton, Alberta  
T5J 3E1  
Telephone: (403) 427-6989  
Fax: (403) 422-0032

General information number: (403) 427-2734  
Child Abuse Hotline: 1-800-387-KIDS (5437)

**Mandate**

Family and Social Services exists to protect and promote the social well being of all Albertans. Its mission is to help families to be responsible and accountable, help adults be independent and keep children safe.

The department is mandated to develop and recommend policies relating to constitutional matters, community self-government negotiations, treaty land entitlement claims, Metis Settlements, urban Aboriginal initiatives and the province's relationship with Aboriginal and treaty rights.

The department encourages and supports individual and family independence and self-reliance. This includes:

- *protecting the safety and legal rights of children and dependent adults when these are threatened;*
- *ensuring that people's basic needs for food, clothing, shelter and care are met when they or their families are unable to meet those needs;*
- *helping people who are dependent on public support or public protection to regain independence or to become more self-reliant; and*
- *preventing those who are at serious risk of becoming dependent on public support or protection from doing so, or reducing the degree of support that they may require.*

The department has the following delivery mechanisms in place for providing services to Albertans and Aboriginal communities:

- *direct service delivery through district offices, institutions and residential facilities;*
- *service delivery through the Office of the Chief Executive Officer for Aboriginal Affairs (see Aboriginal Affairs entry in this directory);*
- *purchase of service agreements and funding of community agencies and individuals (grants or contracts); and*
- *transfer payments to individuals.*

**Organization**

Family and Social Services is comprised of the following entities: Adult Services, Commissioner of Services for Children, Children's Services, Children's Advocate, Michener Centre, Communications, Fraud Investigation Units, Program Policy Division, Personnel Services, Resource Management Services, and Yellowhead Youth Centre.

The department maintains offices in Edmonton as well as district offices, institutions, and contracted agency offices throughout the province. The province is divided into six regions for the delivery of services to Albertans.

**FSS 1**

**ADULT SERVICES**

Adult Services provides overall direction and coordination to programs providing services to adults, dependent adults and families. Some of these programs are delivered in cooperation with other departments such as Advanced Education and Career Development or Human Resource Development Canada. The programs are delivered by staff in the regional offices.

The **Assured Income for the Severely Handicapped (AISH) Program** is an income tested program that provides financial and health benefits to severely disabled adult Albertans.

The **Employment Programs** unit designs programming which addresses the needs of the Supports for Independence (SFI) clients for preparing for employment and independence from government financial support. Each Region has an Employment Specialist at the Regional level and the service delivery is at the District level by the Employment and Client Support Services Worker (ECSS).

**Family Maintenance** helps families to resolve legal issues related to marital breakdown, including disputes over custody of, or access to, children. The program assists families in obtaining appropriate maintenance orders and agreements when necessary, thus enabling many families to achieve financial independence. The



program also assists in establishing paternity in cases where this is an issue.

### **The Supports for Independence (SFI) Program**

provides assistance to people who are in need. SFI was introduced in 1990 to replace the Social Allowance Program. Program expenditures are cost shared by the federal government on a 50/50 basis under the Canada Assistance Plan.

The **Alberta Widows Pension Program** is an income tested program that provides financial, housing and health care benefits to widows and widowers between the ages of 55 to 64 to protect them from the loss of income caused by the death of a spouse.

**Services to Persons with Disabilities** assists Albertans with disabilities to live and work in the community of their choice by providing high quality residential services, employment support, day programs and community supports. Personal Support Services is responsible for the provision of personal supports including vocational supports to persons with a developmental mental disability.

The **Public Guardian** ensures that appropriate surrogate decision-making mechanisms, supports, and safeguards are available to assist adult Albertans who are unable to make personal decisions independently. Cases involve private, public, or shared guardianship to providing substitute decision-makers for adults who are unable to care for themselves and/or manage financial affairs.

The **Appeal and Advisory Secretariat** provides support services to the Citizen's Appeal Panels by coordinating ministerial appointments to 39 Citizen's Appeal Panels; paying per diem honorariums and expense allowances for members of panels; training of panel members with respect to the legislative provisions of departmental services and the requirements of the Administrative Procedures Act; as well as monitoring panels and activities to ensure decisions are within the legislated authority. All individuals who apply to the department for benefits have the right to appeal the decision made by the department.

### **General classes or types of information**

*Contain information specific to the delivery of a program. Headquarters maintains the following records on the program: program development material; research materials; legislative/regulatory drafts to address changes; briefing notes; responses to ministerial requests; responses to inquiries from the public, clients, lobby groups or other interested parties; directives; statistics; regulation changes (drafts/final); brochures and pamphlets; financial and budgetary data; instruction memos from Director to field staff; legal opinions; minutes of specialist meetings, meetings with outside agencies, other departments; appeal decisions; research material; reports and statistics in the*

*areas of ethical issues, living wills, compulsory care and guardianship; community initiatives; administrative and financial policies and procedures. The specific project information and/or client specific information is at the Regional or District level.*

- Adult and community support service
- Appeals
- Assured Income for the Severely Handicapped
- Brighter Futures Initiative
- Canada Assistance Plan
- Community based residential services outreach services
- Community based services
- Core standards
- Custody mediation
- Day and vocational services
- Family maintenance
- Fraud investigations
- Grants
- Institutions for persons with mental disabilities
- Interdepartmental Senior Officials Committee
- Local 6/SPD (Services to Persons with Disabilities) Advisory Committee
- Local 6/SFI (Supports for Independence) Advisory Committee
- Parental accountability
- Quality management
- Relief services
- Seniors benefits
- Services to Persons with Disabilities

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### **Personal information banks**

#### **Alberta Widow's Pension client files**

*Location:* Adult Services, Income and Employment Programs, Income Support Accounts branch at Headquarters.

*Information maintained:* Birth certificate, death certificate of spouse, marriage certificate, Canadian citizenship card, immigration document, previous year's tax return, T-slips, letter of acceptance and rejection.

*Individuals:* Clients applying for pension.

*Use:* Program is income tested; therefore, financial and personal information on status is required.

*Users:* Departmental staff.

*Legal authority:* Widow's Pension Act/Regulations.

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#### **Appeal and Advisory Secretariat client files**

*Location:* Adult Services, Appeal and Advisory Secretariat at Headquarters.

*Information maintained:* Client name, appeal number, appeal topic, outcome, address, phone number, age, sex, level of assistance, medical information.

*Individuals:* Clients and possible third party information (employment, counselling).

*Use:* Ascertain the relevance of appeal.

*Users:* Appeal Panel, clients.

*Legal authority:* Child Welfare Act, Social Development Act, Assured Income for the Severely Handicapped Act, Widow's Pension Act, Social Care Facilities Licensing Act, Social Care Facilities Review Committee Act, Dependent Adults Act, Administrative Procedures Act.

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### **Employment Programs client files**

*Location:* Adult Services, Income and Employment Programs at district offices in all regions.

*Information maintained:* Name, address, file number, band number, birth date, age, phone number, Treaty Indian, educational history, work experience, work references, income needs, criminal record, physical health, drug and alcohol use, psychological reports, housing.

*Individuals:* Adults on program.

*Use:* Determine employability status.

*Users:* Departmental workers, deployment counsellors, Department of Career Development and Employment.

*Legal authority:* Social Development Act.

---

### **Family Maintenance client files**

*Location:* Adult Services, Income and Employment Programs at district offices in all regions.

*Information maintained:* Personal information on parents and children, financial status of each parent, names and birth dates of children, Alberta health care number, child welfare number, income support numbers, names and addresses of friends, neighbours, coworkers, employers, relatives of anyone or both parents, investigation reports, summonses and warrants, court order, voluntary agreements.

*Individuals:* Clients, children, parents, guardians, employers.

*Use:* Assist families to resolve legal issues related to marital breakdown, including disputes over custody of children; obtain maintenance orders and agreements; insure financial benefits to family; establish penalties where this is an issue.

*Users:* Departmental staff, solicitors.

*Legal authority:* Social Development Act, Parentage and Maintenance Act, Maintenance Enforcement Act, Income Support Recovery Act, Child Welfare Act, Domestic Relations Act, Reciprocal Enforcement of Maintenance Orders, Mental Health Act, Provincial Court Act, Divorce Act.

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### **Open Assessment Financial Subsidy files**

*Location:* Adult Services, Income and Employment Programs at district offices in all regions.

*Information maintained:* Name, address, court action, name of solicitor for applicant, name of agreed-upon assessor, applicant's family members residing with applicant, employment (name of employer), financial circumstances.

*Individuals:* Adults, children, family members, name of employer.

*Use:* Information required as program is means and asset tested.

*Users:* Departmental staff, solicitors, court.

*Legal authority:* Social Development Act, Parentage and Maintenance Act, Maintenance Enforcement Act, Income Support Recovery Act, Child Welfare Act, Domestic Relations Act, Reciprocal Enforcement of Maintenance Orders, Mental Health Act, Provincial Court Act, Divorce Act.

---

### **Public Guardian client files**

*Location:* Adult Services, Public Guardian offices at Edmonton, Red Deer, Calgary and Lethbridge.

*Information maintained:* Personal history of client (name, birth date, sex, Alberta health care number), medical diagnosis, progress notes on client as related by caregivers, legal proceedings (guardianship), correspondence or financial matters, family and friends, court orders, assessment reports, legal, medical and financial information.

*Individuals:* Public Guardian, trustees, clients.

*Use:* Ensure that appropriate surrogate decision-making mechanisms are available.

*Users:* Public Guardian, trustees, clients.

*Legal authority:* Dependent Adults Act.

---

### **Services to Persons with Disabilities client files**

*Location:* Adults Services, Services to Persons with Disabilities field offices, institutions.

*Information maintained:* Medical information (records), trust fund accounts, program activity/status, vendor or contract files, specific services to clients, general admission information, physiological evaluations, name, birth date, sex.

*Individuals:* Clients.

*Use:* Provide assistance to Albertans with disabilities to work in the community.

*Users:* Departmental staff, counsellors, institutions, contractors.

*Legal authority:* Government Organization Act.

---

### **Supports for Independence files**

*Location:* Adult Services, Income and Employment Programs at Headquarters and district offices.

*Information maintained:* Client's full name, birth date, sex, social insurance number, investigation report, medical records, current month payment cheque number and amount paid to client, classification or employability assessment, employable or unemployable address, file status (open, closed, no case mode, pending), involvement periods with Supports for Independence, Unemployment Insurance claim information, insured weeks, gross weekly benefit, payment or overpayment, any deductions, training



requests, course attendance, wage loss, occupation, employment history, rent report, Family Maintenance status, statement of net earnings, signature verification, credit bureaus, land titles.

*Individuals:* Client, family, may include third party information, education facilities.

*Use:* Provides assistance to people who are in need.

Expenditures are cost shared by the federal government on a 50/50 basis under the Canada Assistance Plan.

*Users:* Human Resources Canada, Finance, other levels of government, social workers, career counsellors, fraud investigators, verification officers, accounts, Appeal Panel members, legal council, Revenue Canada.

*Legal authority:* Social Development Act, Social Allowance Regulation, Income Support Recovery Act.

### Procedure manuals

- Adult and Community Support Services – A Guide to Service Delivery
- Alberta Community Employment (ACE) Manual
- Assured Income for the Severely Handicapped (AISH) Manual
- Employment Program System (EPS) User Guide
- Family Maintenance Manual
- Office of the Public Guardian Operations Manual
- Policy and Procedures Training Manual
- Supports for Independence Policy and Procedures Manual
- Services for Persons with Disabilities – Personal Support Services
- Supports for Independence Policy Manual

### FSS 2

## COMMISSIONER OF SERVICES FOR CHILDREN

This unit will have responsibility for overseeing the transition to a new integrated community based service delivery system. This office is responsible for facilitating the development of local and regional service plans and authorities; developing provincial funding models; legislation standards; and accountability; and a key role in negotiating interdepartmental and intergovernmental agreements including agreements with Aboriginal groups respecting Children's Services.

### FSS 3

## CHILDREN'S SERVICES

Children's Services provides a leadership role for policy, standards, planning, legislation and program development in the areas of Child Welfare, Freedom of Information, Day Care and Family Violence. It is also responsible for Departmental Legislative Planning services.

**Child Welfare Services** ensures that the survival, security and development of children are protected through programs and services to protect, enhance and support the development of children and their families. The department intervenes in the family in the least intrusive manner possible that ensures the best interest of the child. The family may be referred to community resources. Child protection services are delivered using:

- *Support Agreements* to provide support services to families while the child remains at home and may include such services as parenting skill training, homemaker services, single parent support groups and family therapy.
- *Custody Agreements* where the department issues temporary custody of child. These may be up to six months and may be renewed for a total of up to two years. Each agreement includes terms prescribing: a plan for the care of the child, including the services to be provided; guardianship authorities delegated to the Director; access to the child by the guardian or others; contributions (financial or otherwise) to be made by the guardian for maintenance.
- *Supervision Orders* enabling the department to supervise both the guardian and child who needs protection in the family home. The order sets out the services required to alleviate the conditions that led to the child needing protection. May not exceed six months, but may be extended indefinitely.
- *Temporary Guardianship Orders* when the child needs protection, is unable to remain at home, but is expected to return home or become independent within a reasonable time. The Director is made a guardian and shares this responsibility with any other guardian of the child.
- *Permanent Guardianship Orders* are issued if there is little likelihood that the child's guardian will be willing or able to ensure the child's survival, security or development within a reasonable time. Director is sole guardian of the child.
- *Secure Treatment* when a child under temporary or permanent guardianship suffers from a mental or behavioural disorder, requires treatment and is a danger to self or others (maximum ten days).

**Handicapped Children's Services** assists families with extraordinary demands and costs which have resulted from their child's disabling condition, to keep children at home with their families, or where not possible within their home community. Handicapped Children's Services provides funds for a variety of services that are delivered by community based groups, including professional practitioners.

**Adoptions** oversees Ward Adoptions (i.e., adoption of children under the guardianship of a director); and Private Adoptions which include direct placements,



spousal (step-parent) adoptions and licensed non-profit agency placements. For ward adoptions, the matching process considers the age, sex, religion, racial origin and special needs of the child. If a suitable match is not available from registered prospective adoptive parents, the department may advertise in the media. Media recruitment includes the Photo Listing Album, the “Wednesday’s Child” television program, newspapers and newsletters.

The **Post Adoption Support Program** assists the department in placing special needs children. There are three components to this program: financial support; community support groups; and ongoing support services through the department financial supports, which can cover either daily maintenance or special services.

The **Day Care Program** establishes standards for day care workers and certifies staff employed in day care centres and family day homes, provides child care subsidies to eligible middle and lower income families and contracts with individual day cares or agencies to provide care for special needs children.

The **Office for the Prevention of Family Violence** conducts education and awareness campaigns on family violence. Educational materials and information are researched, developed and distributed throughout the province. Consultation services are provided to individuals and agencies. Information regarding women’s shelters is maintained and women’s shelter funding is administered.

---

### **General classes or types of information**

*Contain information on program development, administration and funding, qualification requirements, licensing requirements and applications, statistical information and case files. The case files may be located centrally or in the regional offices depending on the program.*

- Community Project Funding grants (discontinued)
- Day care licences
- Day care staff qualifications
- Foster homes
- Home assessments
- Monitoring reports
- Placement information
- Post Adoption Registry
- Program reviews
- Screening and investigation material
- Shelter administration

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### **Personal information banks**

#### **Aboriginal Child Welfare client files**

*Location:* Children’s Services, Aboriginal Child Welfare at Headquarters.

*Information maintained:* Personal identifiers such as name, address, parents’ name(s), nature of complaint/issue, band members, treaty status, age, sex. *Individuals:* Children, parents, guardians, band members, relatives.

*Use:* Resolve issues and disputes.

*Users:* Limited to Director and immediate individuals for whom resolution is sought.

*Legal authority:* Child Welfare Act.

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### **Child Welfare**

*Location:* Children’s Services, district offices. Files are maintained at the worksite level throughout province.

*Information maintained:* Name, address, age, ethnicity of child; name, address and ages of parents/guardians; case analysis; child’s social and family history; case reviews; medical assessments; educational records; immunization record; psychological and family therapy; psychiatric assessments and reports; guardianship orders; agreements; supervision orders; terms of orders; consent form by guardian/child; custody agreements; registrar and live birth.

*Individuals:* Parent, child, siblings, guardians, prospective foster parents, adoptive parents.

*Use:* Protect children in need. Approve foster homes, prospective and adoptive families. Provide services to Handicapped Children’s Services and Post Adoption Support.

*Users:* Social workers, internal staff, medical doctors and other health workers on a need-to-know basis, law enforcement.

*Legal authority:* Child Welfare Act, Government Services Act.

---

### **Day Care Facility files**

*Location:* Day Care Programs.

*Information maintained:* Facility name, address, phone number, licence number and renewal date, building type, facility contact, licence capacity, name of holder(s), addresses, phone numbers, facility type, caseload, hours of operation, occupancy code, inspection reason, complaint/non-compliance description. Application licence, personal references, licence recommendation report, monitoring and licence visit checklist, facility profile, security clearance, receipts for items removed and returned, staff qualification, non-compliance reports, parent handbook, service plans, collateral inspection reports, complaint/investigation reports, licence capacity, criminal record checks.

*Individuals:* Agency operators, criminal record checks, confidential references, application, company/individual or board of directors, staff lists, complainant, physician, abuse allegation, police officer, health/fire inspectors.

*Use:* Approve and issue licence; investigation/follow-up of complaint; claims verification.

*Users:* Licensing staff, Ombudsman, Family Law staff, financial and claims verification staff, Auditor General, Quality Assurance auditors.

*Legal authority:* Social Care Facilities Licensing Act, Day Care Regulations.

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### **Day Care Qualifications client files**

*Location:* Day Care Staff Qualifications Unit.

*Information maintained:* Day care worker's name, address, phone number(s), registration number, education/experience, Alberta health care number, position.

*Individuals:* Child care workers requesting certification.

*Use:* Determine certification level.

*Users:* Staff Qualifications staff and day care workers, copy of certificate is provided to the day care and Day Care Licensing, Auditor General, Ombudsman, financial and claims verification staff.

*Legal authority:* Day Care Regulation (sections 30 and 39).

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### **Day Care Subsidy client files**

*Location:* Day Care Subsidy Units in regions.

*Information maintained:* ID for applicant and spouse, student proof of registration including student loans, income deductions or statement of earnings, names and addresses of applicant and spouse, birth date, Alberta health care number, phone number, list of children attending day care including birth date, reason for seeking day care, medical treatment services card, family income and expenses declaration, medical information, and official assessment based on client data.

*Individuals:* All individuals who apply for subsidy benefits such as students, working parents, special needs parents, special needs children, Child Welfare clients and medical doctors.

*Use:* Determine eligibility of subsidy requested.

*Users:* Day Care Subsidy staff, management, Ombudsman, Auditor General, internal auditors.

*Legal authority:* Social Development Act.

---

### **Integrated Day Care client files**

*Location:* Regional offices.

*Information maintained:* Medical history, functional profile of child (needs assessment), parents' requirements for child care – name, address, phone number, family profile, individual program plans for special needs child, progress reports, reviews on quarterly basis, release of information.

*Individuals:* Special needs children up to age six.

*Use:* Acquire appropriate placement for special needs children. Monitor progress of child's program and contracted services of the agency.

*Users:* Auditor General, auditors, program staff, program management, parents, and Ombudsman.

*Legal authority:* Government Organization Act.

### **Prevention of Family Violence client files**

*Location:* Children's Services, Prevention of Family Violence at Headquarters.

*Information maintained:* Date of contact; individual's ID (an untraceable code), sex and age; purpose of contact; residential information collected from persons staying in a facility; woman's ID (an untraceable code); children; marital status; woman's home region; type of abuse reported; abused by; signed needs test; admitted/non-admitted children's information including child's sex, birth date, school status, and is the child the woman's own by birth, adoption or legal custody agreement.

*Individuals:* Women and children in abusive situations.

*Use:* Provide assistance to women and children when leaving an abusive situation. Identify systemic issues.

*Users:* Shelter staff, departmental staff.

*Legal authority:* Social Development Act, Social Care Facilities and Licensing Act.

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### **Procedure manuals**

- Assessment Module User's Guide
- Day Care Licensing Policy Manual
- Day Care Staff Qualifications Procedures Manual
- Day Care Subsidy Policy Manual
- Day Care Subsidy Procedures Manual
- Family Day Home Program Policy and Procedures Manual
- Registry User's Guide

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## **FSS 4**

### **CHILDREN'S ADVOCATE**

The Children's Advocate as established by legislation is an internal yet independent advocate for children receiving Child Welfare services. Its responsibilities include:

- *receiving and investigating complaints and concerns, and providing advice with respect to children in the system and the services provided; and*
- *representing the rights, interests and viewpoints of children when decisions are being made.*

---

### **Personal information banks**

#### **Children's Advocate files**

*Location:* Children's Advocate offices at Edmonton and Calgary.

*Information maintained:* Name, sex, address, age, investigation reports, closing summaries, resolutions, services provided, contact notes, Child Welfare progress reports, psychological reports, court orders, transcripts, legal agreements, Appeal Panel decisions, information from external sources.

*Individuals:* Children, family.

*Use:* Identifies issues and provides information and advice with respect to the nature, adequacy,



accessibility, effectiveness and appropriateness of services offered to children.

*Users:* Client, Children's Advocate staff.

*Legal authority:* Child Welfare Act.

#### FSS 5

### MICHENER CENTRE

The centre exists to provide direct services to developmentally disabled Albertans and to function as a resource for Alberta Family and Social Services throughout the province. The objectives are to provide residential care, training and professional services designed and delivered in accordance with the unique needs and personal choices of each individual served; to assist clients to develop to their maximum potential and independence; to promote movement of clients to community based residences and programs; and to provide as normal an environment as possible to individuals requiring extended care and training.

#### General classes or types of information

*See Common Records*

#### Personal information banks

##### Michener Centre client files

*Location:* Michener Centre.

*Information maintained:* Client information which may include medical condition, medical and psychological reports, name, sex, birth date, Alberta health care number, nurses' progress reports, resident profile, nursing plans (i.e., diet, allergies, activity, etc.), daily record books containing staff on duty, bed counts, medication orders, incidents, accidents; a master medical file is also maintained; savings and trust fund account information; birth certificate, social insurance number, baptismal certificates, court orders, wills school records, progress reviews.

*Individuals:* Client, family.

*Use:* Provide care, treatment, and professional services for the client.

*Users:* Medical personnel, Michener Centre staff.

*Legal authority:* Social Care Facilities Act, Dependent Adults Act.

#### Procedure manuals

- Michener Centre Policy and Procedure Manuals

#### FSS 6

### COMMUNICATIONS

Communications is responsible for public relations and information services; provides advisory and technical support for the production of information services and resources; and develops, implements and monitors communications programs for the department.

#### FSS 7

### FRAUD INVESTIGATION UNITS

Suspected fraud may be reported to the district office or the Fraud Investigation Unit by members of the public, community agencies, other government departments, other units within the department, or anonymous callers. When such reports are received, the Fraud Investigation Unit will investigate the allegations to either verify the allegation or dismiss it as malicious, vexatious or frivolous.

#### General classes or types of information

*Contain information on investigations including client files, statistical and caseload reports.*

#### Personal information banks

##### Fraud Investigation Unit client files

*Location:* Fraud Investigation Units.

*Information maintained:* Client name(s), birth date, address, spouse, social insurance number, sex, employee earnings, witnesses, education, shared information from Workers' Compensation Board, Motor Vehicles Central Police Information Centre, briefs, affidavits.

*Individuals:* Client, family members, witnesses, investigators, reporting agencies.

*Use:* Investigate allegations to either verify the allegation or dismiss it as malicious, vexatious or frivolous.

*Users:* Fraud investigators, police, departmental staff.

*Legal authority:* Administration Act, Alberta Evidence Act, Assured Income for the Severely Handicapped Act, Criminal Code of Canada, Government Organization Act, Income Support and Recovery Act, Maintenance and Recovery Act, Social Development Act.

#### Procedure manuals

- Assured Income for the Severely Handicapped (AISH) Manual
- Fraud Investigation Program Manual
- Supports for Independence (SFI) Manual

#### FSS 8

### PROGRAM POLICY DIVISION

The Program Policy Division is responsible for the management of department policy, planning, and program development; supports headquarter's divisions and regional operations by responding to the regions' needs for services, policies, procedures, standards, guidelines, policy and legislative interpretation; and serves as a source of information and expertise on social policy.



## PERSONNEL SERVICES

Personnel Services provides staffing and human resources support to the department.

### General classes or types of information

*See Common Records*

### Personal information banks

#### Aboriginal Applicant Tracking System

*Location:* Personnel Services.

*Information maintained:* Application form/résumé, work location preference.

*Individuals:* Aboriginal applicants.

*Use:* Record all Aboriginal applications for employment.

*Users:* Personnel staff, department managers.

*Legal authority:* Government Organization Act.

#### Educational Assistance Programs

*Location:* Personnel Services.

*Information maintained:* Name, employee number where applicable, home address, phone number, birth date, gender, social insurance number, personal profile/résumé/application form.

*Individuals:* Departmental employees who are on education leave or Educational Incentive Program.

*Use:* Record and track Return Service Agreements.

*Users:* Personnel staff, department managers.

*Legal authority:* Public Service Act.

*Also see Common Records*

## RESOURCE MANAGEMENT SERVICES

Resource Management Services is responsible for the management of the department's fiscal, physical, and systems resources. There are three units providing the services.

**Administration Services** acquires, maintains, and disposes of facilities, furniture, equipment, materials and supplies; designs and manages records systems; and provides other administrative services such as vehicle leasing and maintenance, mail room, word processing, micrographics, imaging systems, and forms design and procurement.

**Financial Services** develops, monitors and maintains financial standards and systems within the department; administers revenue collection, accounts payable transactions and the delivery of social allowance and income support programs; develops, maintains and controls the departmental budget and expenditure reporting systems; and reports revenue and expenditure information to central agency and departmental centres.

**Information Resource Services** directs and monitors the effective use of electronic data processing within the department; and facilitates the development and management of information within a computerized environment.

## YELLOWHEAD YOUTH CENTRE

The Yellowhead Youth Centre (YYC) provides an environment conducive to the development of individual growth and integrity through a highly innovative, effective and efficient team approach. Its mandate is to enhance individual self worth and respect for others in order to allow the individuals to appropriately pursue their personal goals in a socially acceptable manner; to provide a range of treatment services to address the physical, emotional and mental health needs of residents and families; and to maintain a team approach towards a healthy, strong and growth oriented milieu.

### General classes or types of information

*Policies, procedures and guidelines; daily log books; Residential Planning statistics; client files (original at District Office, some original medical information is retained by YYC).*

### Personal information banks

#### Yellowhead Youth Centre client files

*Location:* Yellowhead Youth Centre.

*Information maintained:* Resident name, birth date, file number, Alberta health care number, phone numbers, Child Welfare status, current medications, key worker, outside psychologist, psychiatrist, physician reports, school reports, assessments, special services (i.e., family therapist, high risk, etc.), family history.

*Individuals:* Children, parents, siblings, guardians.

*Use:* Provide a range of treatment services to address the physical, emotional and mental health needs of residents.

*Users:* Social workers, nurses, police, psychologist and other medical personnel, parents, child, guardians.

*Legal authority:* Child Welfare Act.

### Procedure manuals

- Child Welfare Handbook
- Yellowhead Youth Centre Policies and Procedures

**FSS 12**

**METIS SETTLEMENTS APPEAL TRIBUNAL**

The Metis Settlements Appeal Tribunal is a quasi-judicial body set up to provide practical and unbiased solutions to some of the day-to-day disputes such as land, membership, and oil and gas activities facing the Settlements as they move toward local autonomy. The Tribunal functions as an appeal process and instrument through which Settlement members, councils and other related agencies and individuals can have a constructive and cooperative approach to dispute resolution.

**General classes or types of information**

*Contain information on General Council policies – land, timber, resources; Land Interest Conversion (land policy); Settlement files by Settlement containing bylaws, invitations, newsletters, workshops.*

**Personal information banks**

**Metis Settlements Appeal Tribunal files**

*Location:* Metis Settlements Appeal Tribunal.  
*Information maintained:* Name, address, individual's membership, documentation that surrounds the dispute, other names, addresses, membership in dispute.  
*Individuals:* Complainant, possible third party involvement.  
*Use:* Resolve disputes.  
*Users:* Appeal Tribunal, complainant, possible third party involvement.  
*Legal authority:* Metis Settlements Act.

**Procedure manuals**

- Metis Settlements Appeal Tribunal Operations Manual

**FSS 13**

**METIS SETTLEMENTS TRANSITION COMMISSION**

The Metis Settlements Transition Commission is responsible for the fulfilment of the Metis Settlements Accord Implementation Act as represented in the following four principles related to process: benefitting the people of the Settlement, cooperation, equity with other local governments, political respect, and one principle related to outcome: self sufficiency and local government autonomy.

**General classes or types of information**

*Contain information regarding Metis Settlements.*

- Applications for subdivisions; comments and recommendations
- Economic Development organized by Settlement

- Grants by Settlement
- Land Registry – Land transactions, land parcels, and interest holders
- Local Government Administration – Elections, census, Council meetings, complaints/petitions, organized by Settlement
- Policy/Legislative Services – Consequential amendments, General Council policies, Metis Settlements legislation, Settlements bylaws;
- Public Safety Services
- Settlement Governance and Inter-government Affairs
- Settlement Membership by Settlement
- Settlements Financial Services – Audits by Settlement, budgets bylaws by Settlement, expenditure including accounting systems, financial policies and contract administration, funding by Settlement and General Council, and transition funds by Settlement, grants by Settlement, financial reports by Settlement
- Settlements Training – Needs assessment, course development, training funding, provincial government training, Alberta Vocational Colleges (AVC), Mobile Industry Training Centre, firefighter training, etc. Seminars: capital projects, trades development, preserved wood foundation. Workshops: council/administrator, management/administrative, returning/election officers, End Data Processing (EDP), financial administration, agricultural, grants information, confidence building and self esteem, recreation development
- Technical and Human Resources Services – Land use planning, bylaw enforcement, recreation and culture, engineering resources, Settlements contracts with consultants, industrial adjustment services, capital projects by Settlement, housing and inspections by Settlement, construction consultant by Settlement
- Utilities – Natural gas, electricity. Water and sewer by Settlement, capital projects, licences to operate, operating costs by Settlement

**CANADIAN INTERGOVERNMENTAL DIVISION****HEAD**

Minister of Federal and Intergovernmental Affairs  
 404 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-2585  
 Fax: (403) 422-9023

**ACCESS**

Freedom of Information and Privacy Coordinator  
 2200, 10025 Jasper Avenue  
 Edmonton, Alberta  
 T5J 1S6  
 Telephone: (403) 427-6706  
 Fax: (403) 427-0939

A public reading area for the review of manuals and other information is open weekdays during regular office hours at the departmental library, 23rd Floor, 10025 Jasper Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2611

**Mandate**

The department's mandate is to advance the interests of Albertans in the province's relations with governments in Canada and the international community. Federal and Intergovernmental Affairs' clients are the Premier, Ministers, deputy ministers, other Alberta government departments and agencies, organizations and businesses involved in intergovernmental activities.

**Organization**

Federal and Intergovernmental Affairs is the smallest department in the Alberta government. The department has three main divisions: Planning and Coordination, Canadian Intergovernmental, and International. As well, the department is responsible for the Office of Internal Trade Negotiations, the Ottawa Office, the Translation Bureau and Protocol Office.

The structure of the department provides for contact with all provincial departments. Officials are assigned responsibility for specific areas and continually monitor current developments that may affect Alberta's intergovernmental relations.

The Canadian Intergovernmental Division provides strategic analysis and advice on intergovernmental policy issues. The division also reviews and coordinates Alberta government activities with the federal government and other provincial and territorial governments. The division works with other Alberta government departments to support the achievement of their intergovernmental objectives.

**General classes or types of information**

*Records include briefing notes, briefing books, memos, correspondence, speeches, and intergovernmental agreements. In all cases, the focus of the information is on the intergovernmental aspects of a particular issue. For example, in the area of "Education and training," information is kept on the topic of "apprenticeship," focusing on federal/provincial and interprovincial involvement and agreements related to standards, certification and testing. Records are kept on the intergovernmental dimension of the following issues:*

- Agriculture
- Citizenship and immigration
- Communications
- Culture
- Economic development
- Education and training
- Emergency preparedness and disaster services
- Energy
- Environment
- Financial sectors and investment
- Fiscal relations
- Gaming
- Health
- Housing
- Human rights
- Job creation and employment
- Justice
- National defense and international security
- Natural resources (including national parks)
- Science and technology
- Social development
- Sports and recreation
- Transportation
- Urban affairs

**Personal information banks**

*None*

**Procedure manuals**

*None*



## COMMUNICATIONS

This area provides communications support services for the ministry and its client groups. It prepares and implements communications plans and strategies. It also provides communications advice and support to the Minister, Deputy Minister, and senior managers. Other responsibilities include: media relations; answering public inquiries; producing and distributing news releases; preparing annual reports, other public documents and statements; and monitoring the media.

### General classes or types of information

*See Common Records*

### Personal information banks

*See Common Records*

### Procedure manuals

*None*

## HUMAN RESOURCES AND ADMINISTRATIVE SUPPORT

These areas provide Federal and Intergovernmental Affairs with administrative and support services including human resources, finance, information technology, library services and records management. As well, Administrative Support is responsible for the Translation Bureau, which provides brokerage services to Alberta government departments, boards and agencies in obtaining translation and interpretation services in all languages.

### General classes or types of information

*See Common Records for more information on human resources and administrative support records. The Translation Bureau keeps records of all translation requests and the completed translations, translators' résumés and examinations, terminology fiches, a terminology bank and examination forms compiled by the Federal Translation Bureau in Ottawa (on CD ROM).*

- Interpretations
- Payment schedules and invoices
- Translation examination papers
- Translations

### Personal information banks

#### Translator contacts

*Location:* Translation Bureau.

*Information maintained:* Résumés.

*Individuals:* Individuals interested in obtaining employment in translation and/or interpretation.

*Use:* Maintain a record of individuals that may be qualified to provide translation, interpretation or terminology services to the Government of Alberta.

*Users:* Translation Bureau staff.

*Legal authority:* Government Organization Act.

*See also Common Records*

### Procedure manuals

- Translation Bureau policy

## INTERNATIONAL DIVISION

This division's primary responsibilities are to:

- Advance Alberta's priorities with the federal government in foreign policy and relations.
- Plan and coordinate the Premier's international missions.
- Plan and coordinate programs and special ceremonies for official visitors to Alberta, including international leaders.
- Pursue Alberta's objectives and coordinate participation by the province in international trade negotiations. Coordinate implementation of such agreements within the province and ensure defence of Alberta's interests in trade disputes.

### General classes or types of information

*Records include briefing notes, briefing books, memos, correspondence, speeches, agreements, itineraries, and programs. The records include information on:*

- *Alberta's bilateral relations with foreign countries;*
- *regions, countries and states of importance to Alberta, including sister province relationships and official incoming and outgoing visits to those regions, countries and states;*
- *international organizations (e.g. World Trade Organization), conferences and conventions of interest to Alberta;*
- *international trade and investment agreements, their negotiation and implementation, affecting Alberta interests (such as the Canada/U.S. Free Trade Agreement, the North American Free Trade Agreement (NAFTA), the General Agreement on Tariffs and Trade, and the Multilateral Trade Negotiations) and*
- *international trade and investment policy and trade disputes affecting Alberta interests.*

*Most of the activities of this division are intergovernmental in nature or involve interdepartmental coordination of activities in the areas covered by its mandate.*

- International economic relations

- International relations – (including Africa/Middle East, Asia/Pacific, Europe, Latin America, and United States)
- Russia-Canada Collaborative Federalism Project

*Protocol Office records include:*

- Awards
- Ceremonial and special events
- Visits to Alberta

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#### **Personal information banks**

*None*

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#### **Procedure manuals**

- Order of Precedence
- Social and Professional Etiquette – Precedence and Protocol
- Styles of Address

**FIGA 5**

### **OFFICE OF INTERNAL TRADE**

The Office of Internal Trade represents Alberta intergovernmentally in the negotiation, implementation and operation of the Agreement on Internal Trade. The Office also provides leadership and coordination within the Alberta government on matters pertaining to trade within Canada.

The Agreement on Internal Trade was signed by First Ministers on July 18, 1994 and comes into effect on July 1, 1995.

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#### **General classes or types of information**

*Records include briefing notes, briefing books, memos, correspondence, speeches, and intergovernmental agreements. Records are kept on internal trade.*

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#### **Personal information banks**

*None*

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#### **Procedure manuals**

*None*

**FIGA 6**

### **OTTAWA OFFICE**

The Ottawa Office is responsible for keeping the Government of Alberta abreast of public policy issues and initiatives undertaken by the Government of Canada and the Government of Quebec. It is also responsible for providing information on Alberta issues and activities to both the Government of Canada and the Government of Quebec.

---

#### **General classes or types of information**

*Records include correspondence, speeches, news releases and reports. The records are intergovernmental in nature and are kept on the following policy issues:*

- Agriculture
- Communications
- Constitution
- Consumer and corporate affairs
- Cooperation and liaison
- Corrections/police
- Defence/emergencies
- Economic development
- Elections
- Energy
- Environment
- Finance
- Government
- Health
- Housing
- Intergovernmental affairs
- International affairs
- Justice
- Manpower
- Municipal affairs
- Native affairs
- Natural resources
- Northern development
- Political parties
- Premier's Office
- Prime Minister's Office
- Recreation/sports/parks
- Social services
- Tourism
- Transportation
- Visas

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#### **Personal information banks**

*None*

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#### **Procedure manuals**

- Ottawa Office Operational Guide

**FIGA 7**

### **PLANNING AND COORDINATION**

The Planning and Coordination Division develops long-term strategies to help Alberta achieve its intergovernmental goals in areas such as national unity, Aboriginals, and the operation of Canada's federal system of government; coordinates and prepares briefings for First Ministers' and Premiers' conferences; and provides analysis of political and electoral developments in other Canadian jurisdictions.

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**General classes or types of information**

*Records include briefing notes, briefing books, memos, correspondence, and speeches. Records pertain to issues of intergovernmental interest in the areas of constitutional reform, including the Meech Lake Accord and the Charlottetown Accord; Aboriginal issues such as self government; national unity; intergovernmental relations; and federalism. Also includes information on meetings and conference coordination such as the Western Premiers' Conferences.*

- Aboriginal affairs
- Constitutional affairs
- Intergovernmental affairs
- Language rights

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**Personal information banks**

*None*

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**Procedure manuals**

*None*



**HEAD**

Provincial Treasurer  
224 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-8809  
Fax: (403) 428-1341

**ACCESS**

*For financial information:*

Freedom of Information and Privacy Coordinator  
Room 351, 9515 - 107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

*For non-financial information:*

Freedom of Information and Privacy Coordinator  
100A J.G. O'Donoghue Building  
7000 - 113 Street  
Edmonton, Alberta  
T6H 5T6  
Telephone: (403) 427-2127  
Fax: (403) 427-2861

**Mandate**

Gainers operated in the food processing industry. Its principal lines of business were meat processing of both cattle and hogs, dinner entrées for weight loss and health food centres through a division called Magic Pantry and manufacturing of processed meat for delicatessen, retail and food service markets by Kretschmar Incorporated, which is a wholly-owned subsidiary of Gainers Incorporated.

**Organization**

On October 6, 1989, the Province took control of Gainers Inc. The takeover included Gainers Inc., the parent company, as well as Gainers Properties Inc., Kretschmar Inc. and Magic Pantry divisions, referred to collectively as Gainers. The company was sold effective January 15, 1994.

**General classes or types of Information**

*Includes records related to the operations of Gainers Inc. and the various divisions and subsidiaries included under Gainers Inc. from the period 1989 to January 15, 1994. Records related to the government takeover and subsequent sale are in the custody of the Provincial Treasurer. Records related to the company's operation are in the custody of the Minister of Agriculture, Food and Rural Development.*

- Accounts payable
- Broker records
- Contracts
- Customer statements
- Financial
- Invoices
- Kretschmar Inc.
- Livestock records
- Magic Pantry
- Marketing records
- Receivables
- Remittances
- Sales
- Trade marks

**Personal information banks**

*None*

**Procedure manuals**

*None*

## AREA SERVICES DIVISION

## HEAD

Minister of Health  
127 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-3665  
Fax: (403) 429-5954

## ACCESS

Freedom of Information and Privacy Coordinator  
Box 2222, 10025 Jasper Avenue  
Edmonton, Alberta  
T5J 2P4  
Telephone: (403) 427-8089  
Fax: (403) 422-5813

## Mandate

The Department of Health is responsible to promote, maintain and enhance the health of Albertans. Given the key environmental factors affecting the health system, Alberta Health, through a broad range of programs, services and public funding, provides direction in the management of resources, to ensure appropriate, accessible and affordable health services for the residents of Alberta.

## Organization

The department has four divisions: the Area Services Division, the Corporate Services Division, the Population Health and Program Development Division and the Practitioner Services Division. The Communications Branch and the Intergovernmental Issues Secretariat report directly to the Deputy Minister. There are several boards and agencies affiliated with the department. The department provides services to the public through its corporate offices in Edmonton and Calgary. All offices are listed in the RITE Directory.

As further restructuring of the health system occurs over time, there may be changes to some of the facts set out in this section. Up-to-date information as to the location of particular records can be obtained by contacting the Freedom of Information and Privacy Coordinator's office.

The Area Services Division is the primary point of contact with the Regional Health Authorities and is responsible for providing direction, support and management for issues in relation to area health services initiatives, supporting funding system operations, and monitoring and evaluating operational programs and services.

## General classes or types of Information

*Contains information on consolidated provincial health service delivery plans; stakeholder budget submissions; stakeholder approved budgets; operational funding policies and guidelines; and analysis, evaluation and monitoring of specific health statistic information.*

- Air ambulance
- Air quality
- Alberta Aids to Daily Living (AADL)
- Blood services
- Capital Planning Program
- Chemical risk assessment
- Children's Mental Health Program
- Community Agency Reporting System (CARS)
- Community Mental Health Program
- Community supports model
- Emergency Health Services
- Fee schedule – Community/continuing care
- Food safety
- Funding – Health facilities – Annual returns
- Ground ambulance
- Health facilities
- Home Care Program
- Institutional mental health
- Integration of AADL to Regional Health Authorities
- Legislative framework – Community/continuing care
- Mental Health Services Program
- Native mental health
- Pharmacy Information System
- Provincial Advisory Committee on Mental Health Issues
- Public health inspector training
- Regional Dispatch Information System
- Regional Health Authorities
- Therapeutic Abortions Information System
- Waste management
- Water protection
- Water testing reports

## Personal Information banks

## Alberta Aids to Daily Living (AADL)

*Location:* Division Support Branch.

*Information maintained:* Client data (name, address, date of birth, gender, assessments and diagnosis, cost-share status, quantity and type of benefit approved,

history of benefits provided); authorizer's data (name, address, professional designation, place of employment, benefits they may authorize); vendor data (name, address, claims paid, benefits they may provide); equipment inventory and data; and product information.

*Individuals:* Clients, vendors and authorizers.

*Use:* Program utilization and expenditures.

*Users:* Department staff.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 236/85).

---

### **Alberta Air Medical Operations (ALAMO)**

*Location:* Emergency Health Services Branch.

*Information maintained:* Invoices submitted by operator, payments records, and patient care records.

*Individuals:* Clients who have received air ambulance services.

*Use:* Track air ambulance trips, process payments of invoices and provide information for management including service volumes, number of trips and utilization patterns.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

---

### **Alberta Ground Ambulance Information (AGAIN)**

*Location:* Emergency Health Services Branch.

*Information maintained:* Client name and diagnosis, ground operator's name, address, licence number, staff members' names and profession of the operator and equipment.

*Individuals:* Clients who received ground ambulance services.

*Use:* Register, license and monitor all ambulance operators, staff and equipment which operate within predetermined boundaries.

*Users:* Department staff, ambulance district boards, ambulance operators and staff members of the operators.

*Legal authority:* Ambulance Services Act (RSA 1990 cA-40.5).

---

### **Emergency Health Patient Care Reporting System**

*Location:* Emergency Health Services Branch.

*Information maintained:* Client's name, address, personal health number (not always identified); medical information and demographics.

*Individuals:* Clients who received ground and/or air ambulance services.

*Use:* Collect patient care and demographic information on services provided to clients who utilize air or ground ambulance services in Alberta.

*Users:* Department staff.

*Legal authority:* Ambulance Services Act (RSA 1990 cA-40.5).

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### **Food Sanitation Education System**

*Location:* Area Services Division.

*Information maintained:* Name, address, postal code, certificate number, place of employment.

*Individuals:* Persons who complete an approved food sanitation course.

*Use:* Check food establishments' compliance with Section 43 of the Public Health Act.

*Users:* Department staff, Regional Health Authorities.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1 s43).

---

### **Home Care Information System**

*Location:* Division Support Branch.

*Information maintained:* Client's name, address, date of birth, services provided, client classification and phone number.

*Individuals:* Clients who received home care services.

*Use:* Capture and maintain information on services provided to home care clients.

*Users:* Department staff and public health providers.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 239/85).

---

### **Hospital Medical Records Institutional (HMRI)**

*Location:* Division Support Branch.

*Information maintained:* Alberta health care insurance number, personal health number, age, gender, postal code, length of stay and medical information.

*Individuals:* In-patients discharged from acute care hospitals in Alberta and patients who had day procedures completed.

*Use:* Determine health services funding, Alberta Health's annual report, epidemiology studies, monitor outcomes, utilization reports and other studies.

*Users:* Department staff.

*Legal authority:* Hospitals Act (RSA 1980 cH-11).

---

### **Morbidity Reporting Information System**

*Location:* Division Support Branch.

*Information maintained:* Postal code, hospital chart number, personal health number, date of birth, gender, admission and discharge information, diagnosis and procedures completed.

*Individuals:* In-patients and day procedure (surgery) patients.

*Use:* Currently used for funding, research and planning.

*Users:* Department staff and Health Canada.

*Legal authority:* Hospitals Act (RSA 1980 cH-11).

---

### **Ostomy Information System**

*Location:* Division Support Branch.

*Information maintained:* Client's name, health facility and cost information.

*Individuals:* Nursing home clients.

*Use:* Cost analysis.

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*Users:* Department staff.

*Legal authority:* Nursing Homes Act (SA 1985 cN-14.1).

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### **Oxygen Information System**

*Location:* Division Support Branch.

*Information maintained:* Client's name, health facility, length of stay, diagnosis and cost information.

*Individuals:* Nursing home clients.

*Use:* Cost analysis.

*Users:* Department staff.

*Legal authority:* Nursing Homes Act (SA 1985 cN-14.1).

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### **Resident Classification Information System**

*Location:* Division Support Branch.

*Information maintained:* Information on classification of residents in nursing homes and auxiliary hospitals, client's health care insurance number or personal health number.

*Individuals:* Residents of nursing homes and auxiliary hospitals.

*Use:* Method to classify resident care needs and to assist in the funding formula for long-term care facilities.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

---

### **Resident Day**

*Location:* Division Support Branch.

*Information maintained:* Client's name, health care insurance number, personal health number and medical status.

*Individuals:* Long-term care facility residents who have been admitted to an acute care facility.

*Use:* Track acute care hospital stays while still admitted to a long-term care facility, monitor occupancy rates, balance against long-term care facility reporting system, monitor length of stay and monitor residents admitted before 1988.

*Users:* Department staff.

*Legal authority:* Hospitals Act (RSA 1980 cH-11).

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### **Sessional Physicians Information System (SPINS)**

*Location:* Mental Health Services Branch.

*Information maintained:* Physician's name, address, phone number and amount billed and paid.

*Individuals:* Psychiatrists and general practitioners who bill Mental Health for travel and administration expenses incurred during the provision of services within the mental health clinic system.

*Use:* Provides expenditure information and allows payment of claims of practitioners who provide mental health services.

*Users:* Department Staff.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Procedure manuals**

- Alberta Hospitals and Medical Care Directives

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#### **HEA 2**

### **COMMUNICATIONS BRANCH**

The Communications Branch is responsible for planning and directing Alberta Health's communications program which is aimed at raising awareness and understanding of the department's programs; advising the Minister and Executive Committee on issues management strategies; and managing ministerial correspondence.

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### **General classes or types of information**

*Contains information on the programs, services and activities of the department through distribution of print material, and answering telephone, in-person and written requests for information.*

- Media inquiries
- Public health brochure distribution
- Referral point for public inquiries

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### **Personal information banks**

*None*

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### **Procedure manuals**

*None*

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#### **HEA 3**

### **CORPORATE SERVICES DIVISION**

The Corporate Services Division is responsible for providing internal leadership and direction in the development and maintenance of Alberta Health's business and operational plans and legislative support. The division also provides comprehensive finance and administration, human resource, information technology and audit and evaluation programs and services to all department programs and select areas of the health industry with regard to systems related issues.

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### **General classes or types of information**

*Contains information on administrative issues and subjects as defined in the Common Records section of this directory plus the following:*

- Boundaries
- Document image processing
- Facility systems
- Health facilities – Equity
- Legal/corporate – Foundations
- Local requisitions
- Maps

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## Personal information banks

### Alberta Health Care Insurance Plan Payment System

*Location:* Financial Operations Branch.

*Information maintained:* Name, address, aliases, phone number, personal registration number of service provider, cheque number, updated cheque status, identified dormant cheque and cheque dollar amount.

*Individuals:* Service providers who receive payment for the medical treatment of Albertans.

*Use:* Approve and print cheque for payment from Health Care Insurance payments to service providers.

*Users:* Department staff.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24).

### Third Party Liability

*Location:* Legislative and Contract Services Branch.

*Information maintained:* Name, address, aliases, phone number, personal registration number of service provider, insurance company name and address, cheque number, updated cheque status, cheque dollar amount.

*Individuals:* Registrants who are injured as a result of negligence by a third party, and that third party is responsible for the costs of damages of the injured party in the accident.

*Use:* Recovery of funds through the collection of monies from insurers of negligent parties who are liable for full or partial payment of claims including hospital costs.

*Users:* Department staff.

*Legal authority:* Hospitals Act (RSA 1980 cH-11 s58).

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## Procedure manuals

None

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## HEA 4

### INTERGOVERNMENTAL ISSUES SECRETARIAT

The Intergovernmental Issues Secretariat is responsible for the development and communication of Alberta's position on health issues and policies in the Federal/Provincial/Territorial arena and ensuring Alberta's concerns and priorities are appropriately presented and addressed; and for facilitating Federal/Provincial/Territorial collaboration on health issues and policies. The Intergovernmental Issues Secretariat also develops policies and strategies with respect to trade in the health sector and provides leadership on health research issues.

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### General classes or types of information

*Contains information on the coordination of Alberta Health's position on intergovernmental health/trade issues and health research activities.*

- Conferences of Ministers and Deputy Ministers of Health

- Health research
- Health Services Research and Innovation Fund
- Mental Health Research Fund
- Provincial Advisory Committee on Health Research Issues
- Trade agreements

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## Personal information banks

### Research Grants

*Location:* Intergovernmental Issues Secretariat.

*Information maintained:* Grant applications, individuals' names, organizations, addresses and titles of proposed research studies.

*Individuals:* Applicants for funding.

*Use:* Operates competitions to award research grants.

*Users:* Department staff, grant selection review committees.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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## Procedure manuals

None

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## HEA 5

### POPULATION HEALTH AND PROGRAM DEVELOPMENT DIVISION

The Population Health and Program Development Division is responsible for ensuring there is a coordinated policy, planning and funding framework; and ensuring standards are in place to support system-wide collaboration and integration of services for achieving and providing health care services to Albertans.

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### General classes or types of information

*Contains information on funding frameworks, standards and policy development on community care, continuing care, health promotion, medical technology assessments, environmental health issues, communicable diseases and control (e.g., tuberculosis, sexually transmitted diseases and AIDS).*

- Aboriginal health policy/strategies
- Action for Health – A health promotion initiative
- Acute geriatric services
- Alberta Advisory Committee on AIDS
- Alberta Advisory Committee on Communicable Disease Control
- Alberta Breast Screening Policy Council
- Alberta Computerized Nursing Activities Reporting System (ACNARS)
- Alberta Hereditary Diseases Program
- Alberta Nobody's Perfect Program
- Alberta Nutrition Survey
- Alberta Program for Early Detection of Breast Cancer

- Alberta Report Card on Health
- Alberta Technology Assessment Management Committee
- Alternative models of care demonstration project
- Canada Prenatal Nutrition Program
- Communicable disease surveillance
- Community Health Immunization Information System (CHIIS)
- Community Rehabilitation Program
- Contingency/disaster planning
- Day Programs
- Dental Health Program
- Diagnostic imaging
- Disabilities issues
- Early Intervention Program
- Environmental epidemiology
- Environmental reports
- Ethics/ethical issues
- Funding standards
- Group homes and community/continuing care
- Hazardous/toxic chemicals and materials
- Health education
- Health policy coordination initiatives
- Health Reform
- Health Services Funding Advisory Committee
- Health surveys
- Health technology assessment
- Heart health project
- Hepatitis Immunization Tracking System (ACNARS sub-system)
- Hospital Funding Calculation Information System
- Housing and community/continuing care
- Immigration issues
- Immunization
- Impact assessments
- Influenza Information Tracking System (ACNARS sub-system)
- Injury prevention
- Laboratory medicine
- Long-term care facilities – Nursing homes and auxiliary hospitals
- Management Committee for the Northern River Basins Human Health Monitoring Program
- National population health initiatives
- Northern River Basins Human Health Monitoring Program
- Nutrition
- Outcome measures
- Performance measures
- Pesticides
- Provincial Advisory Committee on Cardiovascular Services (PACCS)
- Provincial AIDS Program
- Provincial Renal Program Advisory Committee
- Public health nursing through health units
- Refugees and immigrants
- Regional Information Support and Referral Services (RISARS)

- Reproductive health
- Single point of entry
- Rural Development Initiative
- School health
- Seniors Wellness Program
- Sexual Health Program
- Sexually transmitted diseases
- Speech Therapy Program
- Suicide Prevention Program
- Tobacco use reduction
- Tuberculosis
- Wait list for long-term care facilities
- Well baby clinics
- Women's health

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### Personal information banks

#### Adverse reactions to vaccinations

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Client's name, address, date of birth, gender, phone number, and name of vaccine to which adverse reaction occurred.

*Individuals:* Infants, children and adults who have adverse reactions to vaccines.

*Use:* Monitor adverse reactions to vaccines providing a basis for assessing future vaccinations for that client.

*Users:* Department staff, vaccine manufacturers and Laboratory Centre for Disease Control (Health Canada).

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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#### Community Health Immunization Information System (CHIIS)

*Location:* Prevention and Promotion Branch.

*Information maintained:* Patient's name, address, date of birth, phone number and vaccine received.

*Individuals:* All clients who have received vaccinations/immunization in health units.

*Use:* Monitor immunization of clients by public health providers and the early maternal discharge program.

*Users:* Department staff, public health providers and physicians.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1).

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#### Hepatitis B

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Patient's name, address, date of birth, phone number, expected delivery date and diagnosis.

*Individuals:* Pregnant women who test positive for hepatitis B and infants who require follow-up treatment.

*Use:* Prevent the occurrence of hepatitis B in infants and ensure the course of treatment is complete.



*Users:* Department staff and public health providers and physicians.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Laboratory reports**

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Patient's name, address, date of birth, gender, phone number, specimen information and laboratory results.

*Individuals:* Clients who had a positive laboratory report for a notifiable communicable disease.

*Use:* Ensure notifiable disease forms are submitted for clients diagnosed with a notifiable communicable disease.

*Users:* Department staff.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Notifiable disease**

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Patient's name, address, date of birth, gender, phone number and name of disease.

*Individuals:* Clients who have been diagnosed with and/or die of a notifiable disease.

*Use:* Monitor over time the occurrence of notifiable disease including what diseases, when, common factors and outbreaks to allow for monitoring and use control measures; maintain surveillance on deaths due to notifiable communicable diseases; conduct surveillance on status of notifiable communicable diseases (Hansen's disease/leprosy; typhoid/paratyphoid).

*Users:* Department staff and Health Canada.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Refugees and immigrants**

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Client's name, address, date of birth, phone number, laboratory and microbiology test reports, notifications from other governments regarding health status of client, and name of disease and/or diagnosis.

*Individuals:* Clients who have been diagnosed with communicable diseases.

*Use:* Monitor over time the occurrence of communicable diseases in refugees and immigrants.

*Users:* Department staff, public health providers and physicians.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Sexually transmitted diseases**

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Client's name, address, date of birth, phone number, laboratory reports, progress reports, name of disease and/or diagnosis.

*Individuals:* Clients who have been diagnosed with a notifiable sexually transmitted disease.

*Use:* Monitor the progress of clients diagnosed with a sexually transmitted disease.

*Users:* Department staff, public health providers and physicians.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Speech Pathology Revised Information System (SPRIS)**

*Location:* Community/Continuing Care Branch.

*Information maintained:* Client's name, address, date of birth, phone number, type of speech difficulty and services provided.

*Individuals:* Clients referred to health units for diagnosis and therapy.

*Use:* Record and track speech pathology clients.

*Users:* Department staff and public health providers.

*Legal authority:* Government Organization Act (SA 1994 cG-8.5).

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### **Tuberculosis control – Client files**

*Location:* Communicable Disease Control and Epidemiology Branch.

*Information maintained:* Name, address, aliases, phone number, postal code, gender, marital status, ethnic origin, country of birth, reason for referral, Mantoux history, BCG history, x-rays, laboratory reports drug treatment and follow-up.

*Individuals:* Patients with active tuberculosis; patients exposed or suspected of being exposed to tuberculosis who test positive but do not develop the disease; and patients exposed or suspected of being exposed to tuberculosis who test negative.

*Use:* Identify cases; monitor treatment of tuberculosis cases and patients on preventative treatment; and surveillance of high risk individuals.

*Users:* Branch staff, federal government health centres, correctional institutes, acute and long-term care hospitals, long-term care placement agencies and physicians.

*Legal authority:* Public Health Act (RSA 1984 cP-27.1, Reg. 238/85).

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### **Procedure manuals**

*None*

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## PRACTITIONER SERVICES DIVISION

The Practitioner Services Division is responsible for administering the Alberta Health Care Insurance Plan (AHCIP) which operates under the authority of a number of acts and regulations. The Plan is a provincial government insurance program which covers the cost of medical services and a number of related health care services for registered Alberta residents and their dependants. The division registers Albertans; bills premiums; provides premium assistance for low-income Albertans; establishes benefits and rates for services covered by the Plan; administers agreements/contracts with health provider groups; pays claims for services rendered by eligible service providers; and provides supplementary benefit programs for Albertans such as Extended Health Benefits, Blue Cross and extraordinary out-of-province medical services financial assistance.

### General classes or types of information

*Contains information on the Blue Cross Non-group Program; benefits paid by AHCIP for practitioner and out-of-province hospital services rendered; Out-of-Province Emergency Financial Assistance Program; Out-of-Province Supplementary Assistance Program, practitioner remuneration; Alberta Health Care Insurance Premiums; stakeholder Health Care Insurance Registrations; list of insured services and rates of pay; and development, maintenance and support of Claims Assessment (CLASS), Stakeholder Registry, and Decision Support Systems (DSS).*

- Claims payments
- Health workforce planning – Legislation and regulation; manpower planning
- Out-of-Province Supplementary Assistance Program Committee
- Program Benefits – Allied (chiropractic, optometry, podiatry); Blue Cross Program (dental, dental mechanics, optical, optometry); Extended Health Benefits Program for seniors; medical; oral surgery; supplementary financial assistance
- Registration – Eligibility for benefits; premiums/premium assistance
- Rural Physician Action Plan Coordinating Committee

### Personal information banks

#### Automated Microfilm Image Information System (AMIIS)

*Location:* Department of Health.

*Information maintained:* Client's and service provider's names, aliases, address, phone numbers, date of birth, social insurance number, personal health number, health care insurance number, personal correspondence regarding services received and/or provided.

*Individuals:* Persons who are/were eligible for coverage

with the Alberta Health Care Insurance Plan, groups and organizations that collect and/or remit Alberta Health Care premiums on behalf of their members.

*Use:* Storage and retrieval of documents and correspondence to support day-to-day operations.

*Users:* Department staff.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24), Alberta Health Care Insurance Regulations (RSA 1980 cA-24, Reg. 216/81), Health Care Insurance Premiums Act (RSA 1980 cH-5 s18.2) and Health Insurance Premiums Regulation (RSA 1980 cH-5, Reg. 217/81).

### Claims Assessment (CLASS)

*Location:* Claims Branch.

*Information maintained:* Service recipient's and provider's names, address, aliases, phone numbers, date of birth, gender, personal health number (PHN), service provider's licence number, type of service, education, graduation date, business arrangement relationship, business arrangement number, locum arrangement business arrangement, accredited submitters, discipline, discipline limits, skills, restrictions skill, claims refused on hold or assessed, payments issued, cheque numbers, dates, amounts, payee, health services code, services start date, diagnostics code, explicit fee modifier, pay to code, pay to PHN, referral PHN, out-of-province referral indicator, recovery code, chart number, claimed amount, confidential indicator, good faith, newborn code, paper supporting document indicator, admit date/originating encounter date, facility names/numbers/locations/functional centres.

*Individuals:* Service providers, recipients and facilities associated with claims that are submitted to the plan for processing.

*Use:* Process claims for eligible persons, produce Statement of Benefits Paid, produce practitioner profile information, comply with data requests in accordance to section 13 of the Alberta Health Care Insurance Act; produce statistical information to support negotiations with professional associations and for research/policy purposes.

*Users:* Department staff, Alberta Treasury and Alberta Justice.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24 s7 and 19); Alberta Health Care Insurance Regulation (RSA 1980 cA-24, Reg. 214/81 s22.2); and Claims for Benefit Regulation (RSA 1980 cA-24, Reg. 204/81 s3 and 4).

### Hospital Reciprocal

*Location:* Claims Branch.

*Information maintained:* Hospital name/number, billing period, province code, recipient's name, personal health number, gender, date of birth, date of service, service code, amount billed, indicators for accidents, long stay



address, admission/discharged date for in-patient, ward rate, total number of days billed, total amount billed, procedure code for high cost procedures.

*Individuals:* In-province and out-of-province hospitals which bill Alberta Health for services provided to Canadian residents.

*Use:* Performs front-end balance and verification of claims submitted by out-of-province acute care and auxiliary facilities on behalf of Alberta residents.

*Users:* Department staff, Alberta Treasury and other provincial plans.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24 s35) and Interprovincial Reciprocal Agreements.

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## Medical Reciprocal

*Location:* Claims Branch.

*Information maintained:* Recipient's name, personal health number, service provider's number, claim number, specialty code, gender, date of birth, diagnostic code, fee code, billed amount, number of services, and date of service.

*Individuals:* Out-of-province service providers and Alberta recipients.

*Use:* Performs front-end balance and verification of claims submitted by service providers on behalf of Alberta residents.

*Users:* Department staff, Alberta Treasury and other provincial plans.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24 s35) and Interprovincial Reciprocal Agreements.

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## Registration, Eligibility and Premium System (REAP)

*Location:* Practitioner Services Division.

*Information maintained:* Individual's name, address, phone number, effective and cancellation dates, payment history, personal health number, social insurance number, sex, date of entry to Canada, date of entry to Alberta, previous province or country of residence, new province or country of residence, dates eligible for Alberta Health Care Insurance Plan coverage, residency, last claim activity for registrant, billing responsibility, periods of premium assistance, periods of non-group Blues Cross coverage and dates personal health care cards issued. Group's name, address, phone number, account number, effective and cancellation dates, payment history, notes, name of contact person, department numbers and department names.

*Individuals:* Persons who are/were registered with the Alberta Health Care Insurance Plan and employers/organizations that collect and/or remit premiums on behalf of their members (groups).

*Use:* Identifies eligibility and links family units for Alberta Health Care Insurance, Alberta Blue Cross and

Extended Health Benefits in order for claim payment. Produces billings for individuals and groups, record payments and/or adjustments to premiums, issues personal health cards. Monitors collection of premiums, residency and dependant status. Provides statistical information.

*Users:* Department staff, Alberta Justice, Alberta Treasury and Alberta Community Development.

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24), Alberta Health Care Insurance Regulations (RSA 1980 cA-24, Reg. 216/81), Health Insurance Premiums Act (RSA 1980 cH-5 s18.2) and Health Insurance Premiums Regulation (RSA 1980 cH-5, Reg. 217/81).

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## Stakeholder Registry

*Location:* Practitioner Services Division.

*Information maintained:* Albertan's (eligible for health care coverage) name, address, aliases, phone numbers, date of birth, gender, out-of-province health care number, social insurance number, marital status, date of arrival to Alberta, place of origin, date of departure from Alberta, eligibility status, personal health number, and service provider's name, aliases, address, phone number, date of birth, service provider's licence number, education, graduation date, business arrangement relationship, business arrangement number, locum arrangement business arrangement, accredited submitters, discipline, discipline limits, skills, restriction skill, facility names/numbers/locations/functional centres.

*Individuals:* In-province and out-of-province service providers, service recipients who are eligible for health care coverage and service facilities.

*Use:* Maintain information needed for REAP and CLASS systems; provides statistical information for research purposes and negotiations with practitioner associations; and facilitate mailing labels for public/practitioners.

*Users:* Department staff, Alberta Justice, Alberta Community Development, Alberta Family and Social Services and Treasury (Regional Health Authorities access is currently in the planning stages).

*Legal authority:* Alberta Health Care Insurance Act (RSA 1980 cA-24); Alberta Health Care Insurance Regulation (RSA 1980 cA-24, Reg. 216/81 s22.2); and Health Insurance Premiums Act (RSA 1980 cH-5 s18.2).

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## Procedure manuals

- Claims Assessment User Procedure Manual
- Decision Support System User Procedure Manual
- Registration Policy Manual
- Registration User Procedure Manual
- Schedule of Medical Benefits
- Stakeholder User Procedure Manual



## **AFFILIATED PUBLIC BODIES**

### **HEA 7**

#### **ALBERTA HEALTH FACILITIES REVIEW COMMITTEE**

The Committee is responsible for examining the quality of care, treatment and services provided for all Alberta hospitals, auxiliary hospitals and nursing homes for the purpose of reviewing and inspecting them as to the manner in which they operate.

### **HEA 8**

#### **HEALTH NOMINATION REVIEW PANEL**

The Panel reviews nominations for ministerial appointments to the Regional Health Authorities and other boards or commissions and reports to the Minister in respect to its reviews.

### **HEA 9**

#### **MENTAL HEALTH PATIENT ADVOCATE**

The Mental Health Patient Advocate assists formal psychiatric patients in understanding and exercising their rights. The Advocate is also responsible for investigating concerns or complaints relating to persons who are or have been committed and involuntarily detained in designated psychiatric facilities under the Mental Health Act, and may make recommendations pursuant to the Act and/or the Patient Advocate Regulation.

### **HEA 10**

#### **PROVINCIAL HEALTH COUNCIL**

The Council will provide an annual review of Alberta Health Business Plans to the Minister of Health. The Council will also act as a resource on request to the Minister of Health in reviewing any health policy issues from a provincial perspective and make recommendations regarding matters affecting regional delivery of services.

### **HEA 11**

#### **SENIORS ADVISORY COUNCIL FOR ALBERTA**

The Council provides advice, reports and makes recommendations to the Alberta government on matters relating to senior citizens in Alberta, their well-being and their opportunities for full and equal participation in the life of the province. The Council also reviews, analyzes, consults and makes recommendations regarding funding and coordination of programs and services relating to senior citizens.

### **HEA 12**

#### **WILD ROSE FOUNDATION**

The Foundation provides funding to volunteer non-profit organizations that provide necessary and valuable community services to Albertans.

### **HEA 13**

#### **APPEAL BOARDS**

##### **Alberta Aids to Daily Living Benefits and Extended Health Benefits Appeal Boards**

The Boards provide advice to the Minister of Health, review decisions on the eligibility of a person to receive cost-sharing in respect of a health aid or an extended health benefit. The Boards also investigate extenuating financial or other circumstances of a person to whom a health aid or an extended benefit is or will be provided.

##### **Ambulance Advisory and Appeal Board**

The Board will investigate and hear appeals under the Ambulance Services Act and advise the Minister on matters pertaining to the provision of ambulance services. The Board will also act as a resource on request to the Minister of Health.

##### **Hospital Privileges Appeal Board**

The Board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

##### **Public Health Advisory and Appeal Board**

The Board provides advice to the Minister of Health, makes investigations and inquiries, and holds public hearings for the purpose of considering appeals to regulatory decisions made pursuant to the Public Health Act.

### **HEA 14**

#### **MENTAL HEALTH REVIEW PANELS (CALGARY, EDMONTON AND PONOKA)**

The Review Panels hear and consider applications from formal mental health patients, hospital boards and attending physicians concerning the cancellation of admission and renewal certificates and the administration of treatment to patients.

## INSURANCE APPEAL BOARD

### HEAD

Provincial Treasurer  
224 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-8809  
Fax: (403) 428-1341

### ACCESS

Freedom of Information and Privacy Coordinator  
Room 351, 9515 - 107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Room 351, 9515 - 107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-8809

### Mandate

An appeal board is appointed by the Provincial Treasurer when he or she is served with a notice of appeal by insurance agents or adjusters who have had their licence suspended or revoked. The appeal board is responsible for conducting a hearing of the appeal and preparing a report on the details of the appeal and the board's recommendation.

### Organization

An appeal board consists of a person designated as Chairman by the Provincial Treasurer and not less than two or more than four other persons who hold a certificate of authority or are licensed under the Insurance Act.

### General classes or types of information

*Contains the appeal board's report which includes the details of the appeal and the board's recommendation. These reports are submitted to the Provincial Treasurer's Office. No other records are created.*

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### Personal information banks

*None*

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### Procedure manuals

*None*

## HEAD

Minister of Justice and Attorney General  
320 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2339  
Fax: (403) 422-6621

## ACCESS

Freedom of Information and Privacy Coordinator  
Director of Administrative Services  
1st Floor, Bowker Building  
9833 - 109 Street  
Edmonton, Alberta  
T5K 2E8  
Telephone: (403) 427-5011  
Fax: (403) 427-6821

General information number: (403) 427-2745

## Mandate

The mission of the Department of Justice is to ensure equality and fairness in the administration of justice in Alberta.

## Organization

The department has ten divisions: Administration, Civil Law, Correctional Services, Court Services, Criminal Justice, Human Resource Services, Legislative Counsel, Provincial Medical Examiners, Public Security and Public Trustee. As well, the following boards are affiliated with the department: Board of Review, Crimes Compensation Board, Law Enforcement Review Board, and Fatality Review Board. The department provides services to the public through its head office in Edmonton and numerous regional offices throughout the province. A complete list of the regional offices is provided in the RITE Directory.

vehicle accident victims who have suffered personal injury or property loss, in circumstances where there is inadequate insurance coverage, and for payments related to the towing and storage of vehicles abandoned on Alberta roadways; and the Provincial Secretary's Office and Registrar of the Province, which are managed by the Official Documents and Appointments Section.

## General classes or types of information

*Common government administrative records, which are described in the Common Records section of this directory. Program records include those relating to described motor vehicle accident claims, court orders for child support and spousal maintenance, official documents and appointments, ministerial orders, proclamations, copies of orders in council and appointments for cabinet ministers, Queen's Counsel, judges, sheriffs, clerks, official court reporters for the courts and authentication of documents.*

## Personal information banks

**Claims against an uninsured owner/operator within the provisions of section 5 and 6 of the Motor Vehicle Accident Claims Act (MVAC) case files**  
*Location:* Administration Division, Motor Vehicle Accident Claims.

*Information maintained:* Name and address, phone number, statements of claim, notice of motion, estimates, applications, appraisals, agreements, payment requisitions, assignment of claims, statutory declarations, bill of costs, debtor summaries, assignment of judgments, writ of executions, insurance policies and other legal or related documents. Judgments are obtained through the courts under section 6. Claims are settled voluntarily under section 5.

*Individuals:* Those initiating a claim.

*Use:* Process claims.

*Users:* Branch staff.

*Legal authority:* Motor Vehicle Accident Claims Act.

**Claims against an unknown owner/operator within the provisions of section 9 of the Motor Vehicle Accident Claims Act (MVAC) case files**

*Location:* Administration Division, Motor Vehicle Accident Claims.

*Information maintained:* Name and address, phone number, application, police reports, insurance policies, estimates, appraisals, pictures, application repair authorization notices and other related documents.

*Individuals:* Those initiating a claim.

*Use:* Process claims.

*Users:* Branch staff.

*Legal authority:* Motor Vehicle Accident Claims Act.

## JUS 1

## ADMINISTRATION DIVISION

The division provides various non-legal support functions to the department through the Administrative Services, Communications, Corporate Support Services, Financial Services, Internal Audit, and Systems and Information Services Branches. In addition, the division is responsible for the Maintenance Enforcement Program, which was developed to ensure that court orders for child support and spousal maintenance are collected and paid to the appropriate individuals; Motor Vehicle Accident Claims Fund, which was established to compensate motor



**Claims for abandoned/seized vehicles are paid within the provisions of section 93 of the Motor Vehicle Administration Act (MVAA) case files**

*Location:* Administration Division, Motor Vehicle Accident Claims.

*Information maintained:* Name and address, payment requisitions, release reports, towing and storage documents and other related documents. These case files are claims against a known party for the towing and storage charges relating to the removal of abandoned vehicles.

*Individuals:* Those initiating a claim.

*Use:* Pay the towing/storage companies and bill known parties for payment.

*Users:* Branch staff.

*Legal authority:* Motor Vehicle Accident Claims Act, Motor Vehicle Administration Act.

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**Commissioner for Oaths case files**

*Location:* Administration Division, Official Documents and Appointments.

*Information maintained:* Name and address, original application forms, copy of the appointment certificate and some correspondence relating to applications and renewal of appointments of individuals appointed as a Commissioner for Oaths.

*Individuals:* Those applying and/or who are appointed as Commissioner for Oaths.

*Use:* Maintain information on individuals applying to become and/or are appointed as a Commissioner for Oaths.

*Users:* Branch staff.

*Legal authority:* Commissioner for Oaths Act.

---

**Maintenance Enforcement case files**

*Location:* Administration Division, Maintenance Enforcement Program.

*Information maintained:* Name and address, phone number, applications, affidavits, notices, orders, certificates, summonses related to the Maintenance Enforcement Program, Maintenance Order Act and the Maintenance Recovery Act.

*Individuals:* Spouses, children and family members.

*Use:* Documentation of the court orders for child support and spousal maintenance and details of collections and payments made by Maintenance Enforcement to the appropriate individuals.

*Users:* Branch staff.

*Legal authority:* Child Welfare Act, Collections Practices Act, Government Organization Act, Divorce Act, Domestic Relations Act, Financial Administration Act, Land Titles Act, Maintenance and Recovery Act, Maintenance Enforcement Act, Parentage and Maintenance Act, Reciprocal Enforcement Maintenance Orders Act, Social Development Act, Workers' Compensation Board Act.

**Medical claims within the provisions of section 20 of the Motor Vehicle Accident Claims Act (MVAC) case files**

*Location:* Administration Division, Motor Vehicle Accident Claims.

*Information maintained:* Name and address, phone number, medical statutory declarations, police reports, medical reports, payment requisitions and insurance policies and other correspondence. These are claims for medical, hospital, ambulance and rehabilitative expenses which result from a motor vehicle accident where there is either an uninsured/unknown driver/owner or it is a single vehicle where no fault has been established.

*Individuals:* Those initiating a claim.

*Use:* Process payments.

*Users:* Branch staff.

*Legal authority:* Motor Vehicle Accident Claims Act.

---

**Notary Public case files**

*Location:* Administration Division, Official Documents and Appointments.

*Information maintained:* Requests for application, application form/information sheet, summary sheet, appointment letter, appointment certificate, name and address, change of address, name of employer, renewal application, letters of resignation.

*Individuals:* Those applying for and/or who are appointed Notaries Public.

*Use:* Maintain information on individuals applying and/or are appointed Notaries Public.

*Users:* Branch staff.

*Legal authority:* Notaries Public Act.

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**Procedure manuals**

- Alberta Justice Policy Directives (Alberta Government)
- Maintenance Enforcement Policy and Procedures Manual

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**JUS 2**

**CIVIL LAW DIVISION**

The division is composed of three branches: Civil Law, Constitutional Law and Legal Research and Analysis.

The **Civil Law Branch** provides legal advice and services to all provincial government departments and to many government boards and agencies. Branch staff are located in the department's offices in Calgary and Edmonton with some lawyers seconded to other government departments. Lawyers are organized into groups with each group responsible for providing services to one or more of the departments, boards or agencies. In addition, separate groups conduct civil litigation commenced by or against the provincial government and provide legal advice in free trade, native issues, securities, environmental and family law

areas. Branch lawyers provide a variety of civil legal services which include: preparing legal opinions; drafting and reviewing contracts, agreements and other legal documentation; appearing as counsel for the Crown in all courts of civil jurisdiction including the Supreme Court of Canada; representing the Crown in proceedings before various administrative boards, commissions and tribunals; appearing on behalf of the Minister of Justice and Attorney General at public inquiries under the Fatality Inquiries Act; serving on various interdepartmental and interprovincial committees; and reviewing and interpreting proposed and existing legislation, regulations and other statutory instruments.

The **Constitutional Law Branch** acts as a source of constitutional law expertise to the Alberta government. Branch lawyers provide legal advice to all provincial government departments and represent them before courts and tribunals.

The **Legal Research and Analysis Branch** provides a broad range of legal policy advice to the Minister of Justice and Attorney General on legislative matters. As part of the department's administrative responsibility, branch lawyers consider proposals from various sources for new legislation and for amendments to existing legislation. They make recommendations to the Attorney General regarding the proposals. In preparing recommendations, they consult with other government departments, provincial governments, the federal government, law reform agencies, the legal profession and the public.

---

### General classes or types of Information

*Correspondence on legal assistance and advice to government departments; representing matters before the courts and various tribunals; specialized advice concerning constitutional law matters; legal policy advice; and a variety of civil legal services.*

- Alberta Law Reform Institute
- Civil litigation
- International interventions
- Interventions
- Legal advice and assistance
- Provincial/federal statutes
- Supreme Court of Canada
- Uniform Law Conference of Canada

---

### Personal information banks

#### ***Amicus Curiae* case files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Custody investigation reports, accounts and court documents relating to the custody of children who are the subject of a custody/access dispute. Includes child's name, date of birth, parents' name and address, identification number, memoranda

to file regarding court proceedings, telephone conversations and meetings, medical and psychological reports.

*Individuals:* Children who are the subject of custody and access disputes.

*Use:* Maintain information to assist the court in making custody and access decisions based on the best interest of children.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### Child welfare files (including adoption, appeal panel)

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Name and address, telephone number, age, sex, race, ethnic origin, colour, marital or family status, identification number, symbol or other particulars assigned to an individual, blood type, genetic or inheritable characteristics; information about the individual's health and health care history, including information about intelligence, physical or mental disability; educational, financial, criminal or employment history, including criminal record where a pardon has been given; anyone else's personal or professional opinion about the individual; information regarding applications for supervision, temporary guardianship, permanent guardianship, private guardianship, apprehension, secure treatment, restraining orders, custody and adoption orders, correspondence, case plans and court documents; memoranda to file regarding court proceedings, appeal panel hearings, telephone conversations and meetings; medical, psychiatric, psychological, criminal records, treatment reports, home studies and parenting reports.

*Individuals:* Children in need of protection, their family members, foster parents and support staff, both non-professional and professional.

*Use:* For protection of children, and support of family unit.

*Users:* Branch staff, other professional and support personnel.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### Civil litigation files

*Location:* Civil Law Division.

*Information maintained:* Name and material relating to requests for legal advice and assistance.

*Individuals:* Individual litigants.

*Use:* Maintain information on requests for legal advice and assistance.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).



### **Constitutional interventions case files**

*Location:* Civil Law Division, Constitutional Law Branch.

*Information maintained:* Name and material relating to constitutional cases.

*Individuals:* Individuals from other provinces.

*Use:* Maintain information on constitutional cases.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Dependent adult files – Guardianship**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Reviews, court documents, accounts and correspondence relating to individuals who are not capable of making decisions concerning their personal care; adult's name, date of birth, name and address of closest relative, identification number; memoranda to file regarding court proceedings, telephone conversations and meetings; medical and psychological reports.

*Individuals:* Those not capable of caring for themselves.

*Use:* When an individual is either institutionalized or living on his or her own but requires an appointed guardian due to their inability to make decisions concerning personal matters.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Income Support Appeal Panel files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Name and address, sometimes telephone number, age, sex, marital or family status, identification number; health and health care history, including physical or mental disability; educational, financial, criminal or employment history, and vocational assessments; court documents; opinions about the individual, both personal and professional.

*Individuals:* Families and their dependants, or individual recipients for income support.

*Use:* Provide information in making applications or opposing them before administrative appeal panels.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **International child abduction files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Court documents and correspondence relating to children who have been abducted to/or from Canada, name and address, date of birth, parents' name and address; memoranda to file regarding telephone conversations, court proceedings and meetings.

*Individuals:* Children who have been abducted to/or from Canada.

*Use:* Act as central authority under the International Child Abduction Act, receiving and transmitting requests for return of abducted children.

*Users:* Branch staff, information is shared with police, and other central authorities.

*Legal authority:* International Child Abduction Act; Freedom of Information and Protection of Privacy Act s32(c).

---

### **Legal advice and assistance**

*Location:* Civil Law Division.

*Information maintained:* Name and material relating to requests for legal advice and assistance.

*Individuals:* Members of the public.

*Use:* Maintain information on the requests for legal advice and assistance.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Maintenance Enforcement Program files (includes enforcement and variation)**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Applications for enforcement and variation of maintenance inside Alberta; correspondence, financial information, agreements and court documents; dependant's name, date of birth; parents' name and address, identification number, telephone number; memoranda to file regarding court proceedings, telephone conversations and meetings; copies of financial statements and income tax receipts, searches for real and personal property and business organization returns; vehicle operator licences or registrations; medical reports; criminal or employment information.

*Individuals:* Those with maintenance orders registered with the Maintenance Enforcement Program, their family members and individuals responsible for making maintenance payments.

*Use:* Provide and enforce decisions regarding legal/financial aid of children or other dependants involved.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c), s38(1)(w); Maintenance Enforcement Act.

---

### **Operational briefing files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Correspondence requesting assistance or proposals for action or assistance by the government relating to family law matters, name and address and sometimes telephone number of



correspondents. Often contains information concerning family disputes and related legal actions. May also contain name and descriptions of extended or immediate families.

*Individuals:* Those who request assistance or action from the government.

*Use:* Record correspondence from individuals and responses to individuals requesting legal action or assistance respecting family law matters.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Parentage and Maintenance Act files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Information regarding applications for maintenance in Alberta, correspondence and court documents; children's names, date of birth, parents' name and address; information concerning parentage of child; financial information concerning parents; memoranda to file regarding court proceedings, telephone conversations and meetings; tissue testing.

*Individuals:* Those required to provide support for children born out of wedlock.

*Use:* Make court applications for maintenance.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Provincial/federal statutes files**

*Location:* Civil Law Division.

*Information maintained:* Name and address and material relating to requests for legal advice and assistance.

*Individuals:* Those with cause to file a complaint or sue according to provisions/clauses within the provincial/federal statutes.

*Use:* Maintain information on requests for legal advice and assistance.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Reciprocal enforcement of maintenance order files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Information regarding applications for maintenance outside of Alberta; correspondence and court documents; children's names, date of birth, parents' name and address, identification number; memoranda to file regarding court proceedings, telephone conversations and meetings; medical and psychological reports.

*Individuals:* Those who seek maintenance orders, their family members and non-family respondents.

*Use:* Assist the court in determining eligibility for and quantum of maintenance for children and sometimes the parent involved.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Requests for information on Child Welfare or Social Assistance files**

*Location:* Civil Law Division, Family Law Branch.

*Information maintained:* Correspondence and court documents relating to requests for information contained in Child Welfare or Social Assistance files. When information is requested for use in criminal proceedings, files contain information concerning charges against the accused. May also contain information from Child Welfare records, including children's names and date of birth, or from Social Assistance files.

*Individuals:* Those who request access to Child Welfare or Social Assistance files.

*Use:* Assist Family and Social Services in making decisions concerning the release of information and to represent Family and Social Services in related court action.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

### **Supreme Court of Canada case files**

*Location:* Civil Law Division.

*Information maintained:* Name and material relating to requests for legal advice and assistance.

*Individuals:* Members of the public.

*Use:* Maintain information on the requests for legal advice and assistance.

*Users:* Branch staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Procedure manuals**

*None*

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## **JUS 3**

### **CORRECTIONAL SERVICES DIVISION**

Correctional Services Division provides custody, supervision and program services to adult and young offenders who are awaiting trial, or otherwise detained, on probation or other forms of community disposition, or are sentenced to custodial dispositions. The Correctional Services Division consists of four branches: Adult Centre Operations, Community Corrections and Release Programs, Division Support Services, and Young Offender.

---

## General classes or types of information

*Information on offenders remanded, incarcerated or supervised. Specific programs available to offenders and the operation of the Correctional Centres.*

- Boards of inquiry (subject)
- Budgets
- Incident reports (subject)
- Investigations (subject)
- Log books
- Planning reports, studies and statistics
- Program committees
- Program contracts/agreements
- Program proposals
- Security and control reports, including electronic data security
- Work projects

---

## Personal information banks

### Community corrections case files – Adult

*Location:* Correctional Services Division, Community Corrections and Release Programs Branch.

*Information maintained:* Name and address, phone number, date of birth, documentation on community supervision cases such as: pre-sentence reports, temporary absence permits, probation orders, identifying sheet showing summary of case, progress reports, and other divisional and third party documents.

*Individuals:* Adult offenders that are supervised in the community.

*Use:* Supervise offenders while in the community.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Corrections and Conditional Release Act (Canada), Prisons and Reformatories Act (Canada).

---

### Community corrections case files – Young offender

*Location:* Correctional Services Division, Young Offender Branch.

*Information maintained:* Name and address, phone number, date of birth, documentation on community supervision cases such as: pre-disposition reports, temporary release permits, probation orders, identifying sheet showing summary of case, progress reports, and other divisional and third party documents.

*Individuals:* Young offenders that are supervised in the community.

*Use:* Supervise offenders while in the community.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

## Correctional Management Information System (CoMIS) – Adult

*Location:* Correctional Services Division, Adult Centre Operations Branch, Community Corrections and Release Programs Branch.

*Information maintained:* An automated system that contains personal information on adult offenders supervised in the community or incarcerated. Contains key information regarding offenders such as offender's name and address, social insurance number, date of birth, Correctional Management Information System (CoMIS) number, type and date of offence, date of court, sentence records, date of incarceration and release, temporary absence applications and visiting records and other program data.

*Individuals:* Adult offenders.

*Use:* Provide correctional staff with readily available information about an offender.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Corrections and Conditional Release Act (Canada), Prisons and Reformatories Act (Canada).

---

## Correctional Management Information System (CoMIS) – Young offender

*Location:* Correctional Services Division, Young Offender Branch.

*Information maintained:* An automated system that contains personal information on young offenders supervised in the community or incarcerated. Contains key information regarding offenders such as offender's name and address, social insurance number, date of birth, Correctional Management Information System (CoMIS) number, type and date of offence, date of court, sentence records, date of incarceration and release, and other program data.

*Individuals:* Young offenders.

*Use:* Provide correctional staff with readily available information about an offender.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

---

## Investigations

*Location:* Correctional Services Division, Adult Centre Operations, Young Offender Offices, Community Corrections and Release Programs Branch.

*Information maintained:* Correspondence and reports relating to Ombudsman investigations, boards of inquiry, and internal investigations regarding inquiries, complaints by the general public, staff and offenders, information concerning incidents. Includes name, particulars of concern, actions taken, statements, photos, charts and graphs.

*Individuals:* Adult and young offenders, members of the public, correctional staff.

*Use:* For use as reference during and after investigations.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta).

---

### **Offender case files – Adult**

*Location:* Correctional Services Division, Adult Centre Operations Branch.

*Information maintained:* Name and address, photographs, phone number, social insurance number, warrant of committal, personal effects listings, information on temporary absence, pre-trial release, parole, bail verification, admitting, discharge, release, incident reports, conduct and discipline, movement and transfer, privileges, responsibilities, sentence and remission, probation reports, Correctional Management Information System (CoMIS) profile, ethnic origin, education and other divisional and third party documents.

*Individuals:* Adult offenders who are awaiting trial or are otherwise detained, and/or are sentenced for a period of incarceration.

*Use:* Supervising an adult offender under the control or supervision of a correctional authority.

*Users:* Branch staff.

*Legal authority:* Corrections Canada Act (Alberta), Corrections and Conditional Release Act (Canada), Prisons and Reformatories Act (Canada).

---

### **Offender case files – Young offender**

*Location:* Correctional Services Division, Young Offender Branch.

*Information maintained:* Name and address, photographs, phone number, social insurance number, warrant of committal, personal effects listings, information on temporary release, pre-trial release, parole, bail verification, admitting, discharge, release, incident reports, conduct and discipline, movement and transfer, privileges, responsibilities, sentence and remission, probation reports, Correctional Management Information System (CoMIS) profile, ethnic origin, education and other divisional and third party documents.

*Individuals:* Young offenders who are awaiting trial or are otherwise detained, and/or are sentenced for a period of incarceration.

*Use:* Supervising a young offender under the control or supervision of a correctional authority.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

---

### **Offender health care case files – Adult**

*Location:* Correctional Services Division, Adult Centre Operations Branch.

*Information maintained:* Name and address, aliases, phone number, social insurance number, Correctional

Management Information System (CoMIS) profile, documents on medical assessments and treatments such as doctor's examination/orders, infirmary notes, graphic charts, x-rays, medication records, psychological notes.

*Individuals:* Adult offenders awaiting trial, or are otherwise detained, and/or are incarcerated.

*Use:* Maintain information on the adult offenders' medical history and treatments for use in supervision during their incarceration.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Corrections and Conditional Release Act (Canada), Prisons and Reformatories Act (Canada).

---

### **Offender health care case files – Young offender**

*Location:* Correctional Services Division, Young Offender Branch.

*Information maintained:* Name and address, aliases, phone number, social insurance number, Correctional Management Information System (CoMIS) profile, documents on medical assessments and treatments such as doctor's examination/orders, infirmary notes, graphic charts, x-rays, medication records, psychological notes.

*Individuals:* Young offenders awaiting trial, and/or are incarcerated.

*Use:* Maintain information on offenders' medical history and treatments for use in supervision during their incarceration.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

---

### **Offender trust account records – Adult**

*Location:* Correctional Services Division, Adult Centre Operations Branch.

*Information maintained:* Name and address, phone number, Correctional Management Information System (CoMIS) number, trust transaction documents, copy of cheques, deposit slips, long distance telephone calls, withdrawal of funds, reconciliation statements.

*Individuals:* Adult offenders serving time in a Correctional Centre.

*Use:* Keep track of adult offenders' funds.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Corrections and Conditional Release Act (Canada), Prisons and Reformatories Act (Canada).

---

### **Offender trust account records – Young offender**

*Location:* Correctional Services Division, Young Offender Branch.

*Information maintained:* Name and address, phone number, Correctional Management Information System (CoMIS) number, trust transaction documents, copy of cheques, deposit slips, long distance telephone calls, withdrawal of funds, reconciliation statements.



*Individuals:* Young offenders serving time in a Correctional Centre.

*Use:* Keep track of young offenders' funds.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

### **Volunteer staff case files**

*Location:* Correctional Services Division, Adult Centre Operations Branch, Community Corrections and Release Programs Branch, Young Offender Offices.

*Information maintained:* Name and address, phone number, social insurance numbers, volunteer service application form, identification card, security check, non-legal binding contract outlining the assignments the volunteers will be carrying out, termination report.

*Individuals:* Those wanting to assist on a voluntary basis to work with offenders.

*Use:* For use in supervising volunteers who are assisting in the community corrections offices.

*Users:* Branch staff.

*Legal authority:* Corrections Act (Alberta), Young Offenders Act (Canada and Alberta).

---

### **Procedure manuals**

*Policy and Procedures Manuals:*

- Case Preparation and Parole Program
- Centre Policy Manual (Young Offender)
- Community Corrections (Adult)
- Community Policy Manual (Young Offender)
- Finance and Administration Policy and Procedures
- Institutional Services (Adult)
- Sentence and Fine Calculation Guide
- Warrant and Sentence Administration

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## **JUS 4**

### **COURT SERVICES DIVISION**

The Court Services Division provides administrative support to all the courts within the province. It is divided into three components: Policy and Programs; Central Operations; and Regional Operations. Policy and Programs is responsible for strategic planning, reviewing various policy issues on behalf of the department and is also responsible for law libraries. Central Operations is responsible for court computer systems, procedural development, budget coordination and preparation, management information and central forms control. Regional Operations is responsible for the administration of local court operations.

---

### **General classes or types of information**

*Contains information on court proceedings.*

- Accounting Records
- Court statistics
- Directives

- Judges assignment schedules
- Trial schedules/lists
- Trial concerns

---

### **Personal information banks**

#### **Adoption case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, legal documents including orders and correspondence relating to adoptions.

*Individuals:* May include individuals being adopted, parents' of adoptee(s), adoptive parents, social workers and counsel.

*Use:* Provide the court with the information required for individuals involved in adoption cases.

*Users:* Branch staff involved with adoptions until adoption is completed, no access thereafter unless a Judicial Order or a ministerial consent is obtained pursuant to the Child Welfare Act.

*Legal authority:* Child Welfare Act.

---

#### **Certificates of executions, satisfactions**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, certificates regarding judgments and enforcement (execution) of judgments, and certificates of satisfaction. They indicate commencement of the process to enforce (Writ of Execution) a judgment against an individual or company, or that a judgment has been withdrawn or satisfied.

*Individuals:* Companies or those who have judgments filed against them or who have successfully completed a law suit.

*Use:* Provide a certificate containing the amount owing so that enforcement action can commence.

*Users:* Branch staff and the public.

*Legal authority:* Seizure Act, Execution Creditors Act.

---

#### **Child protection case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, notices, applications, affidavits, orders and summonses regarding cases of children in need of protection.

*Individuals:* Children, parents, applicants, respondents, social workers involved with a child protection file.

*Use:* The information is required for the court to hear and determine the matter.

*Users:* Branch staff involved with child protection cases and the participants of the court hearing.

*Legal authority:* Child Welfare Act.

### **Civil action case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, legal documents such as: statements of claim, judgments, orders, enforcement documents, related correspondence and index/procedure books; appeals and receivership.

*Individuals:* Those involved in a civil suit.

*Use:* Maintain information on civil suits for use in court.

*Users:* Branch staff and the public.

*Legal authority:* Rules of Court, Individual Statutes upon which the action is initiated.

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### **Criminal action case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, legal documents such as: information, statements of accused, indictments, warrants, praecipe, fiats, subpoenas, affidavits, victim impact statements, pre-sentence reports, pardons, transcripts of proceedings/preliminary hearings, exhibits, and correspondence relating to criminal actions or proceedings including appeals.

*Individuals:* Those who have been involved in a criminal offence.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and the public.

*Legal authority:* Criminal Code (Canada); Criminal Records Act.

---

### **Divorce case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, legal documents, such as petitions, exhibits, affidavits, decree nisi, decree absolute and correspondence relating to divorce cases.

*Individuals:* Those involved with a divorce.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff, participants of the hearing and the public.

*Legal authority:* Divorce Act (Canada).

---

### **Family files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, applications, affidavits, notices, orders, certificates, summonses regarding maintenance, custody of and access to children, or Mental Health Act files.

*Individuals:* Family members, parties to the action.

*Use:* Provide the court with the required information to hear and determine the matter.

*Users:* Branch staff.

*Legal authority:* Domestic Relations Act, Mental Health Act, Provincial Court Act, Reciprocal Enforcement of Maintenance Orders Act.

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### **Jury files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Listing of names with address, occupation and phone number for jury duty. May also contain affidavits of service; statutory declarations or applications of jurors who wish to be excused, and the jury picking cards.

*Individuals:* Those who have been chosen for jury selection.

*Use:* Provide juries for criminal and civil trials.

*Users:* Branch staff.

*Legal authority:* Criminal Code (Canada); Jury Act.

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### **Parentage and maintenance case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name, address and phone number, legal documents and correspondence relating to parentage and maintenance.

*Individuals:* Unwed parents of children.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and members of the public upon request.

*Legal authority:* Parentage and Maintenance Act.

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### **Probate or administration of estate and dependent adult case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, various legal documents and correspondence relating to estates of deceased persons, and medical information on dependent adults.

*Individuals:* Executors, beneficiaries, dependent adults, trustees and guardians.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and the public.

*Legal authority:* Dependent Adult Act; Surrogate Court Act; Surrogate Court Rules.

### **Provincial court civil claims case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name, address and phone number of plaintiff and defendant, legal documents such as civil claims, judgments, orders, and correspondence relating to the actions.

*Individuals:* Those involved in a civil suit.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and the public.

*Legal authority:* Provincial Court Act.

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### **Search warrants/Information to obtain a search warrant**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name, address of locations to be searched, alleged offence and supporting information.

*Individuals:* Those involved in an offence and/or the individual whose property is to be searched.

*Use:* Provide the information necessary for the issuance of a search warrant and subsequent results.

*Users:* Branch staff, police, accused and counsel.

*Legal authority:* Criminal Code (Canada); Narcotic Control Act; Food and Drug Act.

---

### **Seizure case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address, phone number, legal documents such as writs of possession, bills of sale, bailiff affidavits, distress warrants related to judicial and extra-judicial seizures.

*Individuals:* Creditors and debtors involved in judicial and extra-judicial seizures.

*Use:* Provide the information required to properly conduct seizures.

*Users:* Branch staff and the public.

*Legal authority:* Seizures Act, Personal Property Security Act.

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### **Traffic tickets**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address of the accused and the violation. May also contain date of birth, operator licence number, sex, vehicle licence number.

*Individuals:* Those who have been charged with a traffic violation.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and the public.

*Legal authority:* Provincial Offence Procedures Act.

### **Young offender records case files**

*Location:* Court Services Division, Regional Operations Branch.

*Information maintained:* Name and address and alleged offence. May also contain probation order, order of disposition, pre-disposition reports including medical, psychiatric, psychological, progress reports, summonses, warrants, subpoenas, general correspondence, transcripts.

*Individuals:* Young offenders that have been charged, their parents or responsible person and/or witnesses.

*Use:* Provide the court with the information required to hear and determine the matter.

*Users:* Branch staff and parties identified in the Young Offender Act.

*Legal authority:* Young Offenders Act (Canada); Young Offender Act (Alberta).

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### **Procedure manuals**

- Civil Enforcement Act Agency Manual
- Civil Enforcement Act Bailiff's Manual
- Court of Appeal Manual
- Court of Queen's Bench – Clerk of the Court Manual
- Court of Queen's Bench Clerk's Manuals:
  - Appeals
  - Chambers/Divorce
  - Civil Procedures
  - Court Clerk
  - Criminal
  - General
  - Trial Co-ordinators, Witness and Interpreters
- Court Reporting Manuals
- Family and Youth Court Manual
- Justice of the Peace Manual
- Provincial Court Procedural Manual
- Security and Emergency Conditions Manual
- Sheriff's Procedure Manual
- Sheriff's Officers' Manual
- Surrogate Court Manual

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## **JUS 5**

### **CRIMINAL JUSTICE DIVISION**

The principal function of the Criminal Justice Division is the prosecution of all offences under the Criminal Code (Canada), the Young Offenders Act and Provincial Statutes in all the courts of the province and in the Supreme Court of Canada. The Criminal Justice Division is divided into three branches: Appeals and Criminal Law Policy Branch has offices in Edmonton and Calgary and performs a variety of functions for the department relative to criminal appeals and criminal law policy; General Prosecutions Branch represents the Crown and conducts prosecutions on behalf of Albertans as well as prosecuting certain provincial criminal offences; the Special Prosecutions Branch, with



offices in Edmonton and Calgary, prosecutes all complex, protracted and high-profile criminal cases that arise within Alberta and fall within the branch's area of responsibility.

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**General classes or types of information**

*Contains policy and general information relating to various sections of the Criminal Code of Canada such as offences against public order, administration of law and justice, persons and reputation, rights of property, sexual offences, public morals and disorderly conduct, fraudulent transactions, wilful and forbidden acts, compelling appearance of accused before a justice, complaints and enquiries, prosecution cases.*

---

**Personal information banks****Complaints/enquiries**

*Location:* Criminal Justice Division, Regional offices.

*Information maintained:* Name and address, phone number, enquiries and complaints about something specific or general relating to criminal justice.

*Individuals:* Those with complaints or enquiries.

*Use:* Familiarize the reader with background information leading up to the present correspondence in order to be fully informed for response.

*Users:* Branch staff.

*Legal authority:* Criminal Code (Canada); British North America Act (BNA) (Constitutional Act 1867).

**Criminal prosecution files**

*Location:* Criminal Justice Division, Regional offices.

*Information maintained:* Name and address, date of birth, age, sex, aliases, description of accused, next-of-kin, religion, marital status, family status, identifying marks, medical history, physical or mental disability, criminal records, and various court documents such as report of committal, warrant of committal upon conviction, notice of appeal, notice of motion, adjournment, court briefs, correspondence relating to the charge being prosecuted, disposition of outstanding charges and copies of Crown counsel case reports.

*Individuals:* Those charged under various federal and provincial statutes.

*Use:* Maintain information on an individual's case while being processed through the various levels of court.

*Users:* Branch staff.

*Legal authority:* Criminal Code (Canada); British North America Act (BNA) (Constitutional Act 1867).

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**Procedure manuals**

- Agents Manual

**HUMAN RESOURCE SERVICES**

Human Resource Services provides specialized knowledge and human resource programs focused on the goals and objectives of the department. Its major responsibilities include staffing, job evaluation and classification, employee relations, employee programs, staff development, training and native employment initiatives. In addition, Human Resource Services is responsible for the Aboriginal Justice Initiatives Unit which was enacted by the department in 1989-90 to assist in the development and implementation of criminal justice programs for Aboriginal communities and Aboriginal offenders.

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**General classes or types of information**

*Contains information on recruitment and selection, position classification, staff development, organizational analysis, human resource planning, staff relations, benefit administration, contractual agreements with Aboriginal societies, liaison records on the criminal justice system in Alberta as it relates to Aboriginal people.*

*Records relating to the Human Resource Services are described under the Common Records section. Program records include those relating to the Native Employment Initiatives Unit and the Aboriginal Justice Initiatives Unit.*

- Aboriginal groups
- Aboriginal nations
- Acts/regulations/bills
- Contractual agreements with Aboriginal societies
- Camps
- Commissions
- Complaints/investigation
- Correctional centres
- Custody/community homes
- Elders
- Friendship centres
- Government departments
- Legislature
- Organization/council/boards
- Policing
- Prisons
- Programs
- Program associations
- Program committees
- Program conferences/workshops
- Program meetings
- Proposals
- RCMP/police services
- Societies
- Treatment centre/agencies
- Tribal councils

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## Personal information banks

### Complaint/investigation

*Location:* Human Resource Services, Aboriginal Justice Initiatives Unit.

*Information maintained:* Files relate to inmates that are complaining or general public inquiries, which contain names and the Correctional Management Information System (CoMIS) number and may also contain address or date of birth.

*Individuals:* Offenders and members of the general public.

*Use:* Investigate complaints about unfair treatment and general enquiries.

*Users:* Branch staff.

*Legal authority:* Government Organization Act.

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### Procedure manuals

*None*

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JUS 7

## LEGISLATIVE COUNSEL

The Legislative Counsel office drafts all government bills, regulations and orders in council. In order to prepare and compose these documents, office staff consult with ministers, deputy ministers, board chairmen and senior government officials.

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### General classes or types of information

*Includes drafts of government bills/drafts of regulations; correspondence related to proposed revisions; legal opinions and correspondence regarding proposed acts and regulations; orders in council; and recommendations for orders in council.*

- Alberta regulation files
  - Legislation files regarding acts and regulations
  - Orders-in-council
  - Recommendations for orders in council
- 

### Personal information banks

*None*

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### Procedure manuals

*None*

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JUS 8

## PROVINCIAL MEDICAL EXAMINERS

The office of the Chief Medical Examiner of the Province of Alberta is responsible by statute for investigation and certification of all sudden unexpected/unexplained deaths that occur in the Province of Alberta. The Provincial Medical Examiners Office also provides administrative support to the Fatality Review Board.

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## General classes or types of information

*All operational records are personal information banks covering Medical Examiner case files and permission for the cremation, dissection, or shipment out of Alberta of human remains.*

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### Personal information banks

#### Form 4 (cremations/shipment out/dissection)

*Location:* Provincial Medical Examiners, Edmonton and Calgary.

*Information maintained:* Name and address, age, date of death, place and cause of death, certificates prepared by a Medical Examiner/Investigator for permission of the cremation or dissection in Alberta or shipment out of Alberta for a deceased individual.

*Individuals:* Deceased individuals.

*Use:* Document permission for the cremation, dissection or shipment out of Alberta of a deceased person.

*Users:* Branch staff, funeral homes.

*Legal authority:* Fatality Inquiries Act s16(1).

---

### Medical Examiners case files

*Location:* Provincial Medical Examiners, Edmonton and Calgary.

*Information maintained:* Name and address, phone number, race, origin, age, sex, marital and family status, fingerprints, blood type and inheritable characteristics, health and health care history, educational, financial, criminal and employment history, other opinions about the person(s), documentation relating to the investigation of sudden deaths. The following forms or reports may be included: certificate of medical examiner (coroner), autopsy report, external examination report, toxicology report, medical certificate of death, preliminary report of death, continuation notes, case summary/recommendations, autopsy authority, account forms, third party reports (police, occupational health, hospitals, etc.), reports from a fatality inquiry, photographs and related correspondence.

*Individuals:* Deceased individuals.

*Use:* Determine the identity of the deceased, the date, time and place of death, circumstances under which the death occurred, the cause of death and the manner of death.

*Users:* Branch staff and civil lawyers within the Department of Justice when a fatality inquiry is called.

*Legal authority:* Fatality Inquiries Act.

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### Procedure manuals

- Autopsy Suite Procedures Manual
  - Histology Procedure Manual
  - Medical Records Procedures Manual
  - Policy of the Chief Medical Examiner's Office Manual
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- Public Inquiry Procedure Manual
- The Medical Examiner's Handbook
- Toxicology Procedures Manual

## JUS 9

### PUBLIC SECURITY DIVISION

The Public Security Division administers the Police Act (chap. P-12.01, 1988), the Private Investigators and Security Guards Act (RSA 1980), Firearms Control legislation and the Victims' Programs Assistance Act. Through the Court and Prisoner Security Branch (CAPS), the division provides security for the courts in Edmonton, Calgary, Red Deer, Medicine Hat and Lethbridge, and escorts prisoners between correctional facilities and the courts. The division works closely with police services, municipal police commissions, community and service agencies, private investigation and security guard agencies, provincial and federal departments and agencies, as well as the public.

#### General classes or types of information

*Contains information on security which is provided for the courts, escorting of prisoners between correctional facilities and the courts, government officials, government centre grounds and buildings; policing services such as strategic planning, community based policing, complaints against forces; issuing of firearms and ammunition permits and Firearms Acquisition certificates (FAC's); licensing and regulating security guards and private investigators.*

- Alternative policing
- Automobile master key (subject)
- Auxiliary policing
- Briefing notes
- Community based policing
- Complaints general (subject)
- Crime Prevention Program
- Family Violence Program
- Fatality inquiries (subject)
- Firearms administration
- Firearms and ammunition dealers
- Gun clubs and rifle ranges
- Permits and certificates (subject)
- Policing costs (budget)
- Provincial policing agreements
- Reports and statistics
- Security
- Security guards and agencies
- Training
- Victim's services

#### Personal information banks

##### Automobile master key case files

*Location:* Public Security Division, Regulatory and Administrative Support Branch.

*Information maintained:* Name and address, phone number, date of birth, application for licence, police reports, fingerprint results, licences, cancellation of licence requests and routine information relating to automobile master key/locksmiths.

*Individuals:* Locksmiths wishing to be granted a permit to possess an automobile master key.

*Use:* Document those individuals granted a permit to possess an automobile master key.

*Users:* Branch staff.

*Legal authority:* Section 353, Criminal Code (Canada).

##### Firearms permits and certificates/licences

*Location:* Public Security Division, Regulatory and Administrative Support Branch.

*Information maintained:* Name and address, phone number, date of birth, social insurance number, Firearms Acquisition Certificate application forms, police reports, fingerprint results.

*Individuals:* Those applying for a Firearms Acquisition Certificate or a permit for a restricted weapon.

*Use:* Document those individuals granted a Firearms Acquisition Certificate or permit.

*Users:* Branch staff.

*Legal authority:* Part III, Criminal Code (Canada).

##### Incident reports

*Location:* Public Security Division, Security Operations Branch.

*Information maintained:* Name and address, driver's licence number, date of birth, the type of incident, investigations.

*Individuals:* Those involved in security incidents at Government Centre, McDougall Centre, Government House, Premier's residences, Lieutenant Governor's residence, and other government facilities throughout the province.

*Use:* Enable security programs planning for government facilities and conduct investigations if required.

*Users:* Specified departmental and branch staff and police services as required.

*Legal authority:* Petty Trespass Act (Alberta); Public Works Act (Alberta); Criminal Code (Canada).

##### Policing services – Complaints case files

*Location:* Public Security Division, Law Enforcement Branch.

*Information maintained:* Name and address, phone number of complainant and details of circumstances of complaint concerning police.

*Individuals:* Those with a complaint concerning police.

*Use:* Document complaints, follow up until complaint investigation by police is completed.

*Users:* Branch staff.

*Legal authority:* Government Organization Act.



### **Private investigators/security guards case files**

*Location:* Public Security Division, Regulatory and Administrative Support Branch.

*Information maintained:* Name and address, phone number, date of birth, applications for licences, police interview report form regarding convictions or charges, fingerprint results, licence cancellations or reissues, request forms, and routine correspondence.

*Individuals:* Those wanting to become a private investigator or a security guard.

*Use:* Document information regarding the request to determine if licence will be granted.

*Users:* Branch staff.

*Legal authority:* Private Investigator and Security Guard Act (Alberta).

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### **Qualified technician case files**

*Location:* Public Security Division, Regulatory and Administrative Support Branch.

*Information maintained:* Name and address, and the police service for which they provide services.

*Individuals:* Those designated as qualified technicians under section 254 of the Criminal Code, Canada, for the purposes of analysing breath or blood samples.

*Use:* Record individuals designated as a qualified technician.

*Users:* Branch staff; information available to police and lawyers for court purposes.

*Legal authority:* Section 254 Criminal Code (Canada).

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### **Special constable appointments**

*Location:* Public Security Division, Policing Services Branch.

*Information maintained:* Name and address, phone number, date of birth, applications for appointment, police reports, appointments, conditions of appointments, cancellation of appointments, and routine information relating to the special constable.

*Individuals:* Those applying for or who are appointed as a special constable.

*Use:* Determine the suitability of applicants, appoint persons as special constables, and document those appointments.

*Users:* Branch staff.

*Legal authority:* Section 42, Police Act (Alberta).

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### **Procedure manuals**

- Alberta – Canada Bilateral Agreement for First Nations Policing
- Alberta Law Enforcement Long Service Medal Policy
- Chief Provincial Firearms Officer Policy and Procedures
- Private Investigators and Security Guards Policy and Procedures

- Provincial Police Service Agreement
- Regulatory Services Policy and Procedures Manual
- Special Constables Policy and Procedures Manual
- Victim Impact Statement Policy and Procedures Manual
- Victims' Programs Assistance Fund Application Guidelines

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## **JUS 10**

### **PUBLIC TRUSTEE**

With offices in Calgary and Edmonton, the Public Trustee: acts as Trustee to dependent adults' estates (people who are unable to administer their own financial affairs because of a mental disability); administers deceased persons' estates when they die intestate (without leaving a will), if the deceased persons have no adult relatives in the province, or when neither the executor named in the will or anyone else is available to administer the estate; acts as guardian of the minor's estate, by protecting the assets and financial interests of children under 18 years of age, and acts as trustee of the property of missing persons.

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### **General classes or types of information**

*Records which provide administrative estate administration, and financial information pertaining to those estates and trusts under administration by the Public Trustee. All operational records are personal information banks.*

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### **Personal information banks**

#### **Deceased estate records**

*Location:* Public Trustee, Edmonton and Calgary.

*Information maintained:* Name and home/business address, telephone number, race, national or ethnic origin, religious beliefs, certificates of birth, death, baptism and marriage, adoption order, social insurance number, Alberta health care number, Blue Cross number, old age security number, medical reports, health care history, medical examiner's report, educational information, financial records, employment records, criminal records, legal documents, such as applications for probate, letters of administration, letters of probate, Last Will and Testament, matrimonial property settlement, mortgages, leases, real estate, appraisals, passports, duplicate certificates of title, court orders, election documents and correspondence relating to estate litigation.

*Individuals:* Beneficiaries, family members, employers, guardians, lawyers, consulate, funeral directors, realtors, law enforcement agencies, investigative agencies, all government agencies, third parties, appraisers, surveyors, etc. involved with estate property management.

*Use:* All information maintained is used to advance the administration of the estate of a deceased person for whom the Public Trustee is the personal representative, and is done consistent with legal requirements of estate administration.

*Users:* The Public Trustee is legally obligated to provide certain information from such a file only to those parties to whom he/she is required to account, such as beneficiaries, creditors or next-of-kin.

*Legal authority:* The Public Trustee obtains information based generally on the mandated program authority as set out in the Public Trustee Act and other legislation relating to the administration of deceased estates such as: Administration of Estate Act, Alberta Rules of Court, Cemeteries Act, Criminal Injuries Compensation Act, Devolution of Real Property Act, Human Tissue Act, Land Titles Act, Prearranged Funeral Services Act, Surrogate Rules, Trustee Act, Ultimate Heir Act.

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### **Dependent adult estate**

*Location:* Public Trustee, Edmonton and Calgary.

*Information maintained:* Name and home/business address, telephone number, race, religious beliefs, certificate of birth, baptism and marriage certificate, social insurance number, Alberta health care number, Blue Cross number, old age security number, medical reports, social workers' reports, financial records, educational information, employment records, criminal records and legal documents such as Dependent Adults Act orders, certificates of incapacity, originating notices of motion, affidavits, matrimonial property settlement, discovery transcripts.

*Individuals:* Dependent adult clients, family members, guardians, private trustees, independent living support workers, third parties.

*Use:* All information is used to advance the financial estate interests of a dependent adult as trustee by court order or Certificate of Incapacity from whom the Public Trustee has formal jurisdiction.

*Users:* The Public Trustee can only release information to those parties to whom he/she is legally accountable for his/her administration, or to advance the financial interests of the individual for whom he/she is trustee.

*Legal authority:* The Public Trustee obtains the information based generally on the legislated program authority as set out in the Public Trustee Act and other legislation relating to the administration of the estate of dependent adults and mentally incompetent persons such as: Administration of Estate Act, Devolution of Real Property Act, Dependent Adults Act, Family Relief Act, Mental Health Act.

### **Official guardian and missing persons' estate records**

*Location:* Public Trustee, Edmonton and Calgary.

*Information maintained:* Name and home/business address, telephone number, birth certificate, birth record, marriage certificate, adoption order, change of name, guardianship orders, social insurance and Alberta health care numbers, medical and dental records, tax returns, educational information, financial records and legal documents such as court orders, statements of claim, affidavits and discovery transcripts, sealed court documents, releases.

*Individuals:* Minors, guardians, next-of-kin, third parties, information regarding external trusts of estates in which the minor has an interest.

*Use:* Information is obtained by the Public Trustee to enable identification of property or interests owned by a minor for which the Public Trustee will provide a protective financial service, or to effectively administer trusts held for minor beneficiaries.

*Users:* The Public Trustee is only required to provide information from such files to those parties to whom he/she is legally accountable. This is the minor, upon attaining his/her majority, and parent and guardian on a limited basis, or the next-of-kin of a missing person, on a limited basis.

*Legal authority:* The Public Trustee obtains information based on the general legislated authority and program mandate as set out in the Public Trustee Act, Minors Property Act and other legislation relating to the administration of trusts of minors and missing persons such as: Administration of Estate Act, Alberta Rules of Court, Credit Union Act, Criminal Injuries Compensation Act, Devolution of Real Property Act, Domestic Relations Act, Insurance Act, Land Titles Act, Motor Vehicle Accident Claims Act, Oil and Gas Conservation Act, Surrogate Court Act, Surrogate Rules, Trustee Act.

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### **Procedure manuals**

- Deceased Estate Administration Policy and Procedure Manual
- Dependent Adults Estate Administration Policy and Procedure Manual
- Miscellaneous Public Trustee functions or support section procedural directives
- Official Guardian Trusts and Estate Administration Policy and Procedures Manual

**BOARD OF REVIEW**

The Board of Review is mandated and constituted pursuant to the provisions of the Criminal Code of Canada to make or review dispositions about any accused/patient in respect of whom a verdict of "not criminally responsible on account of mental disorder" or "unfit to stand trial" is rendered.

**General classes or types of information**

*Contains correspondence relating to the Board of Review operations, meeting agendas for disposition hearings, offence circumstances, record of proceedings, Review Board summaries, index cards and case files on the accused/patients who are found unfit to stand trial or are found not criminally responsible on account of mental disorder.*

**Personal information banks**

**Board of Review accused files**

*Location:* Board of Review, Edmonton.

*Information maintained:* Name and address, phone number, social insurance number, date of birth, court documents, psychiatric evidence, offence circumstances, assessment reports, disposition orders, reasons for dispositions, case summaries, next-of-kin, letters from next-of-kin, notice to attend, photographs, criminal records.

*Individuals:* Accused/patients found unfit to stand trial by reason of mental disorder or not criminally responsible on account of mental disorder.

*Use:* Maintain information on the accused/patients in order for the Board to hold disposition hearings to make a disposition order and reasons for disposition.

*Users:* Board members and persons made a party to the proceedings.

*Legal authority:* Criminal Code (Canada); Mental Health Act; Motor Vehicles Act.

**Index cards (reference to Board of Review accused files)**

*Location:* Board of Review, Edmonton.

*Information maintained:* Name, date of birth, date of admission/discharge, offence, court verdict date, hospital number.

*Individuals:* Accused/patients found unfit to stand trial by reason of mental disorder or not criminally responsible on account of mental disorder.

*Use:* Used as a quick reference system.

*Users:* Administrator.

*Legal authority:* Criminal Code (Canada).

**Procedure manuals**

- Court Reporting Systems Manual

**CRIMES COMPENSATION BOARD**

The Crimes Compensation Board assists victims of violent crimes who suffer financial loss as a direct result of injuries or death. The Board may make financial awards in one-time, periodic, or supplemental payments. The Board reviews monthly awards annually or as circumstances warrant and may make adjustments to reflect changing circumstances. Payments by the Board are based on the victim's actual pecuniary losses which include lost wages.

**General classes or types of information**

*May contain some or all of the following: application form; correspondences; decisions; orders; police reports; financial statements; evidence relating to the crime; medical evidence such as autopsy, dental and physician reports; documentation supporting a claim as well as documentation relating to any benefits that may have been received from the Unemployment Insurance fund, Workers' Compensation Board, insurance scheme or Social Assistance.*

**Personal information banks**

**Crimes Compensation Board case files**

*Location:* Crimes Compensation Board.

*Information maintained:* Name and address, phone number, application forms, decisions, orders, police reports, financial records, evidence relating to the crime such as medical, dental and physician reports; documentation relating to benefits received such as Unemployment Insurance, Workers' Compensation, insurance schemes or social assistance.

*Individuals:* Victims of violent crimes.

*Use:* Maintain documentation on victims of violent crimes who suffer financial loss as a direct result of injuries or death.

*Users:* Branch staff.

*Legal authority:* The Criminal Injuries Compensation Act (RSA 1980, C33).

**Procedure manuals**

*None*

**FATALITY REVIEW BOARD**

Board members review all cases of accidental, unclassified and undetermined deaths. As well, deaths involving wards of the court, any person held in custody and institutionalized persons who are retained under the Mental Health Act are reviewed.



Subsequently, a Public Inquiry may be held before a judge of the Provincial Court of Alberta. A lawyer, a physician and a lay person are appointed to the Board by the Lieutenant Governor in Council. The Chief Medical Examiner is an ex-officio member of the Board.

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**General classes or types of information**

*The Fatality Review Board does not maintain any records of its own, but obtains the appropriate records from the Provincial Medical Examiners Office for use during the Fatality Review. The records are updated with all appropriate documents, reports and returned to the Provincial Medical Examiners Office.*

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**Personal information banks**

None

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**Procedure manuals**

None

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**JUS 14**

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**LAW ENFORCEMENT REVIEW BOARD**

The Law Enforcement Review Board is an independent quasi-judicial body established under the Alberta Police Act (CP-12.01, 1988). The principal activity of the Board is to hear appeals from citizens who have complained about a police officer's actions and are not satisfied with the disposition of their complaint. Police officers who have been the subject of discipline arising out of a complaint and who feel themselves aggrieved with the decision of their chief of police may also appeal to the Board. The Board provides a forum for both citizens and police officers separate and apart from the police service involved. The principal objective of the Board is independent and impartial review.

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**General classes or types of information**

*Contains general information relating to appointments and resignations of Board members, copies of proceedings, media articles, court decisions, appointments and assessing complaints.*

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**Personal information banks**

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**Law Enforcement Review Board case files**

*Location:* Law Enforcement Review Board.

*Information maintained:* Name and address, phone number, transcripts of hearings, allegations and charges, affidavits of witnesses, hearings and judgments.

*Individuals:* Members of the public or the police services who find themselves aggrieved with the decision of the chief of police.

*Use:* Maintain information on those cases heard by the Review Board.

*Users:* Board members, Board staff.

*Legal authority:* Police Act, Police Services Regulations, Public Inquiries Act.

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**Procedure manuals**

- Law Enforcement Review Board Policy and Procedures

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**JUS 15**

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**VICTIMS' PROGRAMS ASSISTANCE COMMITTEE**

The Victims' Programs Assistance Committee is appointed by the Minister of Justice and Attorney General. The committee makes recommendations on grant applications and programs and services that may benefit victims.

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**General classes or types of information**

*Correspondence relating to the Victims' Programs Assistance Committee's operation such as meeting agendas and minutes, program files, grant applications, reports and statistics, funding information/fine surcharges.*

- Funding/fine surcharges information
- Grant applications
- Program committee
- Program files
- Reports and statistics

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**Personal information banks**

None

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**Procedure manuals**

None

## CLIENT SERVICES

**HEAD**

Minister of Labour  
103 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-3664  
Fax: (403) 422-9556

**ACCESS**

Freedom of Information and Privacy Coordinator  
3rd Floor, 10808 - 99 Avenue  
Edmonton, Alberta  
T5K 0G5  
Telephone: (403) 427-8533  
Fax: (403) 422-0084

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. on the 3rd Floor, 10808 - 99 Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-8533

**Mandate**

Labour's mission is to work in partnership with Albertans to promote safe and healthy workplaces, quality working life and comprehensive safety systems. The department provides services to meet client demands as they relate to issues management, safety services, workplace health and safety, pension administration, employment and work standards, firefighter training, and professions and occupations policy development.

**Organization**

The department has six main divisions: Client Services, Occupational Health and Safety, Issues Management, Professions and Occupations, Finance and Administration, and Personnel Services. The department provides services to the public through its head office in Edmonton and offices in twelve other communities. A complete listing of Alberta Labour's offices is in the RITE Directory.

The division responds to work and safety needs, and issues and concerns of employees and employers by providing safety and work services in building and fire safety, electrical safety, elevator and fixed conveyances safety, plumbing and gas safety, workplace health and safety, employment pensions, and employment standards. Services include information and educational seminars and workshops, consultation and technical advice, inspections, and permits and investigations. Boiler and pressure vessel safety is administered by the Alberta Boilers Safety Association. The division administers several significant pieces of legislation, including the Safety Codes Act, the Employment Standards Code, and the Occupational Health and Safety Act.

**General classes or types of information**

*Records contain information related to the administration of the Safety Codes and the Occupational Health and Safety Act. Documentation includes applications for certificates and permits, equipment approvals, accreditation, architectural drawings, plan reviews, inspection and investigation reports, orders, standards, interpretations and technical advice, prosecution files, company files, and statistical files (accidents, fatalities). Records relate to the appointments, designation of power, orders, appeals, variances, investigations, prosecutions, legal reviews, safety bulletins, and training standards for safety codes officers. Records relate to areas covered by the Employment Standards Code (minimum wage, hours of work and overtime, vacations and vacation pay, general holidays and general holiday pay, termination of employment) and appeals, prosecutions, and permits. Records contain information on all aspects of employer sponsored pension plans registered in Alberta, locked-in retirement account transfer contacts, trust agreement files under section 151 of the Labour Relations Act and information relating to the administration and enforcement of the Employment Pensions Plans Act.*

- Barrier free design relaxations
- Contracts
- Course materials, student examination results and examination banks
- Delegated authorities
- Development of legislation
- Employment Standards umpire appeal files
- Employment Standards umpire awards index
- Fire department fire resources inventory
- Fire services exemplary service medal applications
- Inspection reports related to plumbing and gas installations, electrical, elevators and fixed conveyances, boilers and pressure vessels and worksites
- Interpretations and rulings on legislation
- Manufacturers' Data Reports

- National Energy Code
- Permits, including: Annual Propane Conversion Shop Permits, Plumbing Permits, Gas Permits, Private Sewage Permits, Annual Electrical Permits (plant sites), Electrical Contractor Permits, Homeowner Electrical Permits, Elevator and Fixed Conveyances Certificates of Operation, Building Permits, Relocatable Structures Permits (for mobile homes) Boiler and Pressure Vessel Certificates of Inspection
- Quality management programs
- Reciprocal pension administration agreements
- Registered contractors and authorizations – Applications, authorizations and examinations
- Utility organizations and wiring standards
- Utility safety standards

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## **Personal Information banks**

### **Certification and designation applications**

*Location:* Safety Codes Council.

*Information maintained:* Name, address, business and residential telephone number, qualifications, disciplines requested.

*Individuals:* Applicant and/or employer seeking certification and accreditation.

*Use:* Certify qualified persons to become safety codes officers and designate powers to qualified persons to issue permits.

*Users:* Safety Codes Council staff.

*Legal authority:* Safety Codes Act (SA 1991, cS-0.5) and Administrative Items Regulation 83/94.

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### **Electrical safety certification and examinations**

*Location:* Electrical Contractors Association, Technical Services Offices, Client Services Regional Offices.

*Information maintained:* Name, address, identifying number, payment, examination marks, expiry dates.

*Individuals:* Journeyman electricians, restricted master certificate holders, special permission and rural wireman certificate holders.

*Use:* Authorizes certificate holders and special permission applicants to obtain electrical permits.

*Users:* Client Services regional office staff, Technical Services staff.

*Legal authority:* Certification of Electrical Workers Regulation 60/82.

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### **Employment standards appeals**

*Location:* Work Standards.

*Information maintained:* Employee name, address, telephone number, social insurance number, salary; name, address and telephone number of employer, name of supervisor/manager, details of complaint, company information.

*Individuals:* Private sector employers and employees.

*Use:* Investigate and resolve employee appeals following decisions by Officers denying their complaints for unpaid wages, overtime and entitlements.

*Users:* Work Standards and Employment Standards staff.

*Legal authority:* Employment Standards Code and Regulations.

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### **Employment Standards Information System (ESIS)**

*Location:* Client Services, Regional Offices.

*Information maintained:* Name, address, telephone number, social insurance numbers, age, detailed information on the complaint and action taken.

*Individuals:* Employers that have claims filed against them, and employees who have filed claims against their employers.

*Use:* Maintain records of the claims filed against employers. Investigate and resolve employee complaints of violations of the Employment Standards Code.

*Users:* Regional Office staff.

*Legal authority:* Employment Standards Code (SA 1988 cE-12.2), Employment Standards Code Amendment Act (SA 1994 c-14).

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### **Fire alarm systems approvals**

*Location:* Technical Services, Building and Fire Safety.

*Information maintained:* Name, address, telephone number, approval number, qualifications (certified electrician, alarm technician or professional engineer including a copy of certificate), individual's experience with fire alarm system maintenance and training.

*Individuals:* Individuals approved to perform inspection, maintenance and testing of fire alarm systems.

*Use:* This list is a requirement of the Alberta Fire Code.

*Users:* Fire inspection personnel and the public.

*Legal authority:* Alberta Fire Code Regulation 204/92.

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### **Fire Services Exemplary Service Medals**

*Location:* Fire Commissioner's Office.

*Information maintained:* Name, birth date, social insurance number, years of service.

*Individuals:* Alberta fire service personnel.

*Use:* Nominations for Fire Services Exemplary Service Medal.

*Users:* Fire Commissioner's Office staff, Alberta Awards Committee.

*Legal authority:* Federal Regulation P.C. 1985-2564.

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### **Fire Training School student exam results records**

*Location:* Alberta Fire Training School.

*Information maintained:* Name, address, telephone number, examination results.

*Individuals:* Students who attend the Alberta Fire Training School.



*Use:* Maintain student marks so transcripts can be provided; ensure course pre-requisites are met.

*Users:* Instructors and staff at Alberta Fire Training School and the student involved.

*Legal authority:* Government Organization Act.

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### **Fire Training School student records**

*Location:* Alberta Fire Training School.

*Information maintained:* Name, address, employer, courses, conduct, applications, challenge examinations.

*Individuals:* Students of the Alberta Training Fire School.

*Use:* Administer the process of accepting/registering student; track demand for courses.

*Users:* Alberta Fire Training School staff, International Fire Service Accreditation Congress, National Board on Fire Service Professional Qualifications.

*Legal authority:* Original accreditation under authority of the Fire Prevention Act.

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### **Motor Vehicle Propane Conversions and Inspection Permits**

*Location:* Plumbing and Gas Safety.

*Information maintained:* Name, name of business, address, payment, identifying number, expiry date and copies of motor vehicle mechanic, heavy duty mechanic or first class gasfitter's certificate.

*Individuals:* Company or qualified applicants who install or inspect propane fuelled highway vehicle systems.

*Use:* Authorizes companies/individuals to convert vehicles from gas to propane.

*Users:* Client Services staff.

*Legal authority:* Motor Vehicle Conversions and Inspections Permit Regulation 70/94.

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### **Pension complaints**

*Location:* Employment Pensions.

*Information maintained:* Name, address, telephone number, birth date, social insurance number, salary, nature of complaint, employer.

*Individuals:* Employees who are members of private sector pension plans who have submitted a complaint.

*Use:* Investigate and resolve employee complaints of violations of the Employment Pension Plans Act.

*Users:* Employment Pensions staff.

*Legal authority:* Employment Pensions Plans Act and Employment Pension Plans Regulation 364/86 with amendments.

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### **Pension jurisdictions**

*Location:* Employment Pensions.

*Information maintained:* Name, address, employer, social insurance number, salary, birth date, telephone number, marital status.

*Individuals:* Members of pension plans registered in other jurisdictions who have submitted an inquiry or complaint.

*Use:* Investigate and resolve complaints and inquiries relating to pension plans registered in other jurisdictions.

*Users:* Employment Pensions staff.

*Legal authority:* Employment Pension Plans Act and Employment Pensions Plans Regulation 364/86 with amendments.

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### **Plumbing and gas certification and special permission privileges**

*Location:* Plumbing and Gas Safety.

*Information maintained:* Installer's name, business, address, telephone number, copy of Journeyman's certificate(s); private sewage disposal or restricted sewer and water exam, and payment. Plumbing and gas certificate number for first and school class gasfitter, plumber, private sewage disposal system, restricted sewer and water systems and Special Permission to Install Secondary Gas Service Lines, Tanks Sets and Water Conditioners.

*Individuals:* Qualified installers of plumbing, gas and private sewage disposal systems.

*Use:* Authorizes certificate holder to obtain Plumbing and Gas Permits.

*Users:* Client Services staff.

*Legal authority:* Gasfitter's Certification Regulation 149/79 with amendments up to and including Alberta Regulation 228/94 and Authorization to Apply for a Permit Regulation 293/92 with amendments up to and including Alberta Regulation 229/94.

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### **Plumbing and Gas Installer Tracking System**

*Location:* Plumbing and Gas Safety.

*Information maintained:* Installer's name, address, telephone number, certificate number(s) and expiry date.

*Individuals:* Company or certified applicants who install plumbing and gas systems.

*Use:* Authorizes certificate holder to obtain plumbing and gas permits.

*Users:* Regional offices, Technical Services staff.

*Legal authority:* Gasfitter's Certificate Regulation 149/79 with amendments up to and including Alberta Regulation 228/94 and Authorization to Apply for a Permit Regulation 293/92 with amendments up to and including Alberta Regulation 229/94.

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### **Power engineers' personal records**

*Location:* Alberta Boilers Safety Association.

*Information maintained:* Name, address, birth date, social insurance number, examination results, certificate issued.

*Individuals:* All power engineers, building operators, firemen, special oilwell operators, special boiler operators.

*Use:* Maintain records of examination results, certificates issued and the movement of power engineers and operators.

*Users:* Alberta Boilers Safety Association staff.

*Legal authority:* Safety Codes Act Engineers' Regulations 319/75 with amendments.

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### **Pressure welders' personal records**

*Location:* Alberta Boilers Safety Association.

*Information maintained:* Name, address, birth date, social insurance number, examination results, certificate issued.

*Individuals:* All pressure welders.

*Use:* Maintain records of examination results and certificates issued for pressure welders.

*Users:* Alberta Boilers Safety Association staff.

*Legal authority:* Safety Codes Act Pressure Welders' Regulations 229/75 with amendments.

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### **Procedure manuals**

- After Hours Emergency Book
- Boiler and Pressure Vessel Safety Information Manual
- Boiler and Pressure Vessel Safety Policies and Procedures Manual
- Boiler and Pressure Vessel Safety Quality Assurance Manual
- Electrical Safety Policy Procedures Manual
- Elevator Safety Policy Procedures Manual
- Employment Standards Forms and Procedures
- Employment Standards Letters Manual
- Employment Standards Policies and Procedures Manual
- Employment Standards Umpire Decisions
- Fire Statistics Reporting Manual
- Operational Procedures Manual (workplace safety)
- Pension Analysts Procedures Manual
- Plumbing and Gas Policies and Procedures Manual

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## **LAB 2**

### **OCCUPATIONAL HEALTH AND SAFETY**

The Occupational Health and Safety Division takes a lead role in the development of provincial standards and regulations for occupational health and safety and provides professional and technical support to field operations. The division provides leadership, management and direction to specialist occupational health and safety programs. These programs prevent work-related injuries and illnesses and encourage good health and safety practices in Alberta's workplaces. Functions include policy development, health and safety programs, quality assurance, standards and

technical services, radiation health and safety services, and laboratory services. The division is responsible for the administration of the Occupational Health and Safety Act, the Coal Mines Safety Act, the Radiation Protection Act, and the Quarries Regulation Act.

---

### **General classes or types of information**

*Contains information on all aspects of the programs administered by the division. These include: industry sector, associations and individual company involvement with health and safety "partnerships" and auditing; health and safety legislative review and development; biological and environmental monitoring and sample analyses; compilation of serious injury data; prosecutions and appeals material.*

- Associations; organizations; societies; councils; provincial, national, and international agencies and boards involved in health and safety
- Companies/employers obtaining "Partnership" certificates or certificates of recognition
- Companies/employers obtaining safety award recognition
- Companies/employers who have workers participating in the Fibrosis Surveillance Program
- Company/employer/industry sector health and safety records
- Legislation and standards development and review
- Occupational health and safety hazards information
- Registration of certified auditors in Alberta
- Workplace Hazardous Materials Information System (WHMIS) legislation and standards development and review records
- Workplace Hazardous Materials Information System (WHMIS) interjurisdictional referrals

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### **Personal information banks**

#### **Alberta Proficiency Recognition Program for Fibre Count Testing**

*Location:* Laboratory Services.

*Information maintained:* Name, employer, inter-laboratory testing results, proficiency rating.

*Individuals:* Individuals who wish to be recognized in fibre count testing.

*Use:* Maintain a record of the performance proficiency of the participating analysts and their associated organizations.

*Users:* Anyone requesting information on which analysts/organizations are proficient in fibre count testing.

*Legal authority:* This is a voluntary program with no legal authority.

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### **Appeals records**

*Location:* Occupational Health and Safety Division.

*Information maintained:* Name of worker, worksite, employer.

*Individuals:* Workers registering an appeal with the Occupational Health and Safety Council.

*Use:* Maintain a record of the appeal and Council's decision.

*Users:* Individuals involved with the appeal process, Occupational Health and Safety Council members and Occupational Health and Safety Council secretariat.

*Legal authority:* Section 11 of the Occupational Health and Safety Act.

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### **Biological analysis requests**

*Location:* Laboratory Services.

*Information maintained:* Name, birth date, sex, medications, employer, occupation, medical history, personal physician.

*Individuals:* Workers, or their families, who are/may be occupationally exposed to potentially hazardous chemicals/compounds. Patients of physicians who have requested testing to be done by the laboratory.

Individuals who have requested personal testing to be done by the laboratory.

*Use:* Maintain a record of what analysis has been requested; provide information to assist in medical assessment of laboratory results.

*Users:* Physicians, health care professionals, laboratory staff.

*Legal authority:* Occupational Health and Safety Act.

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### **Biological laboratory reports**

*Location:* Laboratory Services, Medical Directors' Office.

*Information maintained:* Name, birth date, sex, medications, employer, occupation, medical history, personal physician, biological test result.

*Individuals:* Workers, or their families, who are/may be occupationally exposed to potentially hazardous chemicals/compounds. Patients of physicians who have requested testing to be done by the laboratory.

Individuals who have requested personal testing to be done by the laboratory.

*Use:* Maintain a record of biological analysis in order to provide diagnosis and treatment; provide information on worksite exposure.

*Users:* Physicians, health care professionals, laboratory staff.

*Legal authority:* Occupational Health and Safety Act.

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### **Explosive Permits Program**

*Location:* Occupational Health and Safety Division.

*Information maintained:* Name and birth date of persons applying for blasting permits.

*Individuals:* Workers preparing, handling or firing explosives.

*Use:* Maintain a record of clients who have applied or have been issued explosive permits.

*Users:* Employees, division staff.

*Legal authority:* Occupational Health and Safety Act, Explosives Safety Regulations.

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### **First Aid Program**

*Location:* Occupational Health and Safety Division.

*Information maintained:* Worker's name, employer/company address, first aid qualifications.

*Individuals:* Workers with first aid equivalencies.

*Use:* Maintain a registry of first aid personnel.

*Users:* Division staff.

*Legal authority:* Occupational Health and Safety Act, First Aid Regulation.

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### **Lung Fibrosis Program**

*Location:* Occupational Health and Safety Division.

*Information maintained:* Name, birth date, medical history and assessments, exposures, chest x-rays, pulmonary function test results, name of employer.

*Individuals:* Workers exposed to asbestos, coal dust or silica.

*Use:* Maintain a record of surveillance program for possible diagnosis of occupational lung disease.

*Users:* Worker's physician, division staff.

*Legal authority:* Occupational Health and Safety Act, Chemical Hazards Regulations.

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### **Procedure manuals**

- Guidelines for the Alberta Proficiency Recognition Program for Fibre Count Testing
- Heritage Grant Program Applications Guidelines
- Operational Procedures Manual
- Workplace Hazardous Materials Information System (WHMIS) Current Issues Interpretation Manual

## **LAB 3**

### **ISSUES MANAGEMENT**

The division keeps Alberta Labour abreast of changes occurring in society, the workplace, and the department, in support of the province's economic development by addressing longer term issues especially through strengthening workplace relationships and partnerships, promoting responsible collective bargaining and dealing with the human resources aspects of economic restructuring and workforce adjustment; scanning the environment to identify trends, issues and client needs and priorities, and providing relevant information to clients; encouraging communication and partnership among various groups; and encouraging and promoting best practices in the workplace and in labour relations. The units of the division are: facilitators, information services including the library, mediation services, training services and public communications.



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## General classes or types of Information

Project files on matters such as health care reform, education bargaining, North American Free Trade Agreement (NAFTA) Labour Accord, Program for Older Worker Adjustment (POWA), construction labour relations, national social security reform, and other labour relations and occupational health and safety topics. Statistics on workplace fatalities and injuries, strikes and lockouts, employment, and collective bargaining settlements. Registry of collective bargaining agreements. Records related to the production of printed publications, audiovisual products, news releases, advertising campaigns/programs, and the "Occupational Health & Safety Magazine." Records related to training taken by Labour staff and evaluations of that training. Records related to collective bargaining disputes, mediations and arbitrations and preventative mediations.

- Advertising campaigns/programs
- Arbitration case files
- Audiovisual productions
- Collective Agreement Collection
- Display productions
- Integrated Bargaining Information System (IBIS)
- Mediation case files
- Occupational Health and Safety Statistical Master File
- Print publications
- Project files

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## Personal Information banks

### Alberta Grievance Arbitration Roster

*Location:* Mediation Services.

*Information maintained:* Names, addresses, biographical information on individuals requesting their name be put forward on the roster.

*Individuals:* Individuals with a labour relations background desiring to be on the roster.

*Use:* Select persons to sit as nominees, single arbitrators or chairpersons.

*Users:* Alberta Labour for the selection of nominees, single arbitrators or chairpersons; and the labour relations community for their selection of nominees, single arbitrators or chairpersons.

*Legal authority:* Labour Relations Code.

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## LAB 4

## PROFESSIONS AND OCCUPATIONS

The Professions and Occupations Division ensures that professional services are provided safely and effectively to the public by establishing standards, procedures and controls to protect against incompetent and unethical practitioners. The division also promotes the rights of competent practitioners to work in their professional field. An assessment service compares education from other countries with Alberta standards.

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## General classes or types of Information

Contains information related to the development, implementation and administration of professional legislation. This includes individual professional statutes and three "umbrella" statutes: the Health Disciplines Act, the Professional and Occupational Associations Registration Act, and the Dental Disciplines Act. Information on selected unregulated professions is also maintained.

- **Dental disciplines regulated by the Dental Disciplines Act:** dental technicians, dental assistants, dental hygienists.
- **Disciplines regulated by the Professional and Occupational Associations Registration Act:** Alberta community planners, certified management consultants, certified professional purchasers, home economists, local government managers, municipal assessors, professional biologists, professional electrical contractors, school business officials.
- **Health disciplines regulated by the Health Disciplines Act:** acupuncturists, clinical perfusionists, combined laboratory and x-ray technicians, electroneurophysiological technologists, emergency medical technicians, hearing aid practitioners, licensed practical nurses, medical radiation technologists, medical laboratory technologists, mental deficiency nurses, midwives, orthotists and prosthetists, psychiatric nurses, rehabilitation practitioners, respiratory therapists.
- **Professions with free standing professional legislation:** certified general accountants, certified management accountants, chartered accountants, chiropractors, dental mechanics, foresters, occupational therapists, opticians/ophthalmic dispensers, pharmacists, podiatrists, psychologists, social workers.
- **Unregulated professions:** agricultural fieldmen, appraisers, assessors, athletic therapists, audiologists, beverage alcohol importers, chiropodists, community health representatives, dietary technologists, electrolysis, funeral directors, health record administrators/technicians, herbalists, home inspectors, homeopathy, information processors, interior designers, life skills coaches, massage therapists, naturopaths, orthopaedic technologists, pharmacy assistants, power engineers, professional chemists, quantity surveyors, recreational therapists, reflexologists, remedial gymnasts, safety code officers, shorthand reporters, speech pathologists.

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## Personal Information banks

### Acupuncture Register

*Location:* Professions and Occupations.

*Information maintained:* Name, address, place of employment, registration status.

*Individuals:* Persons who have met the minimum standard of competency for practice and who are registered as acupuncturists.

*Use:* Maintain a register of members of a regulated health discipline which identifies registered practitioners and is accessible to the public.

*Users:* General public, employers, Acupuncture Committee, other professions, health care insurers and other government departments.

*Legal authority:* Health Disciplines Act.

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### **Combined Laboratory and X-Ray Technician Register**

*Location:* Professions and Occupations.

*Information maintained:* Name, address, place of employment, registration status.

*Individuals:* Persons who have met the minimum standards of competency for practice and who are registered as combined laboratory and x-ray technicians.

*Use:* Maintain a register of members of a regulated health discipline which identifies registered practitioners and is accessible to the public.

*Users:* General public, employers, Combined Laboratory and X-Ray Technician Committee, other professions, health care insurers and other government departments.

*Legal authority:* Health Disciplines Act.

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### **Dental Mechanic Register**

*Location:* Professions and Occupations.

*Information maintained:* Name, address, place of employment, registration status.

*Individuals:* Persons who have met the minimum standards of competency for practice and who are registered as dental mechanics.

*Use:* Maintain a register of members of a regulated health discipline which identifies registered practitioners and is accessible to the public.

*Users:* General public, employers, Board of Examiners for Dental Mechanics, other professions, health care insurers and other government departments.

*Legal authority:* Dental Mechanics Act.

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### **Mental Deficiency Nurses Register**

*Location:* Professions and Occupations.

*Information maintained:* Name, address, place of employment, registration status.

*Individuals:* Persons who have met the minimum standards of competency for practice and who are registered as mental deficiency nurses.

*Use:* Maintain a register of members of a regulated health discipline which identifies registered practitioners and is accessible to the public.

*Users:* General public, employers, Mental Deficiency Nurses Committee, other professions, health care insurers and other government departments.

*Legal authority:* Health Disciplines Act.

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### **Midwifery Register**

*Location:* Professions and Occupations.

*Information maintained:* Name, address, place of employment, registration status.

*Individuals:* Persons who have met the minimum standards of competency for midwifery practice and who are registered as midwives.

*Use:* Maintain a register of members of a regulated health discipline which identifies registered practitioners and is accessible to the public.

*Users:* General public, employers, Midwifery Committee, other professions, health care insurers and other government departments.

*Legal authority:* Health Disciplines Act.

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## **LAB 5**

### **FINANCE AND ADMINISTRATION**

The division provides the following services for the department: expenditure processing, administrative services, revenue administration, budget preparation and control, computer systems development and support, and records management.

## **LAB 6**

### **PERSONNEL SERVICES**

Personnel Services provides a broad range of innovative personnel services which include recruitment and selection, classification, labour relations, and employee health and safety. Personnel Services strives to be proactive to the business and corporate needs of the department through innovative and responsive initiatives.

**HEAD**

Chair  
#503, 10808 - 99 Avenue  
Edmonton, Alberta  
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Telephone: (403) 427-8547  
Fax: (403) 422-0970

**ACCESS**

Freedom of Information and Privacy Coordinator  
#503, 10808 - 99 Avenue  
Edmonton, Alberta  
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Telephone: (403) 427-8547  
Fax: (403) 422-0970

Public reading areas for the review of Labour Relations Board manuals and other information are open weekdays from 8:15 a.m. to 4:30 p.m. in the Department of Labour library, 3rd Floor, 10808 - 99 Avenue, Edmonton, and in the Board's Calgary office at 3308 Deerfoot Junction, 1212 - 31 Avenue, NE, Calgary.

These reading areas are wheelchair accessible.

General information number: (403) 427-8547

**Mandate**

The Alberta Labour Relations Board is the impartial tribunal that administers Alberta's collective bargaining legislation, including the Labour Relations Code, the Public Service Employee Relations Act, and the Police Officers Collective Bargaining Act. Its mandate is to resolve and adjudicate disputes between employers, employees and trade unions over the acquisition, modification and revocation of bargaining rights; collective bargaining; strikes, lockouts and picketing; and unfair labour practices.

**Organization**

The Labour Relations Board comprises neutral members (currently a Chair, two full-time Vice-Chairs and two part-time Vice-Chairs) and 22 part-time members equally representative of organized labour and management. It has a staff of approximately 25 full-time employees including a Director of Settlement responsible for case management, and labour relations officers responsible for investigation and settlement activities. The Board services the public through its head office in Edmonton and its southern regional office in Calgary.

**General classes or types of Information**

*Contains information on constitutional documents of trade unions and registered employers organizations; bargaining rights held by trade unions and registered employers organizations, including certificates issued by the Board; case files of applications and complaints filed with the Board; decisions of the Board; and correspondence between Board staff, parties and the public on labour relations topics.*

**Personal information banks****Labour Relations Board Case Management System, case files and judicial review files**

*Location:* Labour Relations Board - Edmonton and Calgary offices.

*Information maintained:* Name, address, phone number, counsel if appropriate, employment history information, information on religious beliefs in applications for religious exemption from union dues, investigation results and reports, and correspondence. *Individuals:* Individual parties to applications and complaints filed with the Board.

*Use:* Maintain information required to investigate, mediate and adjudicate applications and complaints filed with the Board.

*Users:* Parties to applications and complaints filed with the Board; Board members and officers; legal counsel.

*Legal authority:* Labour Relations Code, Public Service Employee Relations Act, Police Officers Collective Bargaining Act.

**Procedure manuals**

- Labour Relations Board Information Bulletins
- Labour Relations Board Policy and Procedures Manual
- Labour Relations Code Practitioner's Manual



**HEAD**

Chairman  
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Fax: (403) 427-5798

**ACCESS**

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Fax: (403) 427-5798

A public reading area for the review of Board orders and other information (subject to provisions in the Freedom of Information and Protection of Privacy Act) is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at the Surface Rights Board/Land Compensation Board Library, 18th Floor, 10020 - 101A Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 422-2988

**Mandate**

The Land Compensation Board has two functions under the Expropriation Act (RSA 1980 cE-16). Firstly, the Board acts as approving authority for proposed expropriations other than by the Province of Alberta, a municipal council or pursuant to the Water Resources Act (RSA 1980 cW-05). Secondly, the Land Compensation Board is required to determine compensation for expropriation proceedings in accordance with the principles set forth in the Expropriation Act.

**Organization**

The Land Compensation Board is comprised of a full-time Chairman and part-time members. Five full-time Surface Rights Board members also serve on the Land Compensation Board. Hearings are conducted at centres close to the location of land which is expropriated. Administrative staff of the Land Compensation Board are common to that of the Surface Rights Board.

**General classes or types of information**

*Contains information on all aspects of various types of expropriation applications before the Board including certificates of title, completed application forms, statutory declarations, printed material, correspondence, photographs, plans of survey and exhibits.*

- Case files
- Computer data summarization system
- Orders

**Personal information banks****Applicant/respondent and case file cross-reference system**

*Location:* Surface Rights Board/Land Compensation Board.

*Information maintained:* Names and related application case file numbers.

*Individuals:* Current parties to any open application before the Surface Rights Board and/or the Land Compensation Board.

*Use:* Locate case files in respect of applications made to the Boards.

*Users:* Surface Rights Board/Land Compensation Board staff.

*Legal authority:* Surface Rights Act (SA 1983 cS-27.1) and Expropriation Act (RSA 1980 cE-16).

**Procedure manuals**

*None*

## HEAD

Speaker of the Legislative Assembly  
325 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
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Telephone: (403) 427-2464  
Fax: (403) 422-9553

## ACCESS

Freedom of Information and Privacy Coordinator  
902 Legislature Annex  
9718 - 107 Street  
Edmonton, Alberta  
T5K 1E4  
Telephone: (403) 422-1680  
Fax: (403) 427-1623

A public reading area for the review of manuals and other information is open 8:30 a.m. to 5:30 p.m. Monday to Thursday and 8:15 a.m. to 4:30 p.m. on Friday, at the Legislature Library, 216 Legislature Building, Edmonton. The library is also open Monday to Wednesday from 7:00 p.m. to 10:00 p.m. when the Legislative Assembly is sitting.

The reading area is wheelchair accessible.

General information number: (403) 427-2826

## Mandate

The Legislative Assembly Office provides administrative and financial support to the Legislative Assembly of Alberta. Its services are as follows:

- *Provides all services required for the operation of the Legislative Assembly including committees;*
- *Provides for publication of Alberta Hansard, the Order Paper, Votes and Proceedings, and Bills;*
- *Provides public information, public education and visitor services programs;*
- *Provides a library service to the Legislature, public service and general public; and*
- *Provides for electronic data processing services to support the Members of the Legislative Assembly.*

## HEAD

Chairman and Chief Executive Officer

50 Corriveau Avenue

St. Albert, Alberta

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Telephone: (403) 447-8602

Fax: (403) 447-8916

## ACCESS

Freedom of Information and Privacy Coordinator

50 Corriveau Avenue

St. Albert, Alberta

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Telephone: (403) 447-8731

Fax: (403) 447-8919

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:00 p.m., Monday to Friday, at the above address.

The reading area is wheelchair accessible.

General information number: (403) 447-8600

## Mandate

Lotteries and Gaming is responsible for the administration of the Alberta Lottery Fund, overseeing the strategic development and management of the lottery and gaming industry in Alberta, providing support and development assistance to major exhibitions and fairs, and providing policy direction, licensing and control of gaming events in the province.

## Organization

Lotteries and Gaming consists of the following areas:

**Lotteries and Gaming** supports the strategic development and management of the lottery and gaming industry in Alberta. Through the provision of advisory monitoring and support services, it assists in the administration of the Alberta Lottery Fund and the support and development of grant programs to major exhibitions and fairs.

The **Gaming Commission** issues licences for bingos, casinos, raffles and pull tickets; holds public hearings on appeals of rulings related to charitable gaming in Alberta; and provides public consultation and information on gaming policy.

The **Gaming Control Branch** provides advisory and enforcement services to ensure the integrity of the lottery and gaming industry in Alberta. It provides licensing recommendations to the Gaming Commission.

## General classes or types of information

*Contains information on licensed lottery and gaming activities in the province and grant programs related to the Lottery Fund, and assistance to major exhibitions and fairs.*

- Community Facility Enhancement Program
- Gaming Commission hearings and meetings – Minutes
- Gaming investigations
- Gaming licences
- Grant payments from the Lottery Fund
- Grant payments to major exhibitions and fairs
- Lottery and gaming industry related statistics
- Lottery licences
- Records of Commission's decisions

## Personal information banks

### Investigations Registration Program

*Location:* Gaming Control Branch – St. Albert.

*Information maintained:* Name, address, phone number, registration number, position registered, and criminal record clearance.

*Individuals:* Casino dealers, advisors, games managers.

*Use:* Identify persons registered to work as paid employees in the casino industry.

*Users:* Branch staff to maintain registry.

*Legal authority:* Section 207(1)(a) Criminal Code of Canada, Provincial Order in Council.

## Procedure manuals

- Bingo Terms and Conditions
- Casino Terms and Conditions
- Commission Decision Publication
- Community Facility Enhancement Program Guidelines
- Pull Ticket Terms and Conditions
- Raffle Terms and Conditions



## LOCAL GOVERNMENT SERVICES

**HEAD**

Minister of Municipal Affairs  
 424 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-3744  
 Fax: (403) 422-9550

**ACCESS**

Freedom of Information and Privacy Coordinator  
 18th Floor, Commerce Place  
 10155 - 102 Street  
 Edmonton, Alberta  
 T5J 4L4  
 Telephone: (403) 427-3181  
 Fax: (403) 422-1419

A public reading area for the review of manuals and other information is open weekdays during regular working hours (8:15 a.m. to noon and 1:00 p.m. to 4:30 p.m.) at the departmental library, 17th floor, Commerce Place, 10155 - 102 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2732

**Mandate**

The mandate of Municipal Affairs is to facilitate the development of good local government; provide advice and assistance to housing agencies and those in the private sector supplying shelter to those Albertans in greatest need; encourage a fair marketplace for both businesses and consumers; and provide registration and licensing policies and services which will allow businesses and the public to operate effectively.

**Organization**

The department consists of three operational areas - Local Government Services, Housing and Consumer Affairs, and Registries; and four support areas which are Finance and Administration, Corporate Services, Human Resource Services, and Legal Services. In addition, the department provides staffing and administrative support to a number of associated boards. There are also a number of boards associated with the department which are autonomous in their staffing and administrative requirements.

Local Government Services is responsible for providing services to municipalities throughout Alberta and facilitating partnership and greater cooperation among the municipalities to enable them to formulate the best solutions for themselves. Core services delivered by the division are classified into four main types: advisory, development, assessment standards and audits, and industrial assessment. Services are delivered through four branches:

The **Local Government Advisory Branch** provides advisory services to municipal councillors, administrators, and staff on the application of legislation that impacts municipal government. It also provides advice on the preparation of financial statements, accounting procedures, and financial procedures for municipalities. The branch operates the Municipal Corporate Review Program and makes grant payments.

The **Local Government Development Branch** provides policy, planning, advisory, and legislative drafting support to help the department meet its responsibilities in such areas as municipal legislation, planning, status changes, and dispute resolution. It assists with municipal incorporation or restructuring and develops policy on municipal grants. The branch also assumed the duties of the Agricultural Relief Adjustment Board which was abolished on January 1, 1995.

The **Assessment Standards and Equalization Branch** supports the assessment community of Alberta through the provision of advisory and monitoring services to assessors, ratepayers and to municipal officials, and maintains regulated valuation manuals. This branch also assumed the duties of the Alberta Assessment Equalization Board which was abolished on January 1, 1995.

The **Industrial Assessment Branch** prepares assessments under the authority of the Municipal Government Act for all linear properties including wells and pipelines, power (generating and transmission), AGT and cellular telephone systems, telecommunication and cable television systems in the Province of Alberta. As an option, assessments are prepared in municipalities on a contract basis on large complex industrial plants for property tax purposes.

Local Government Services is also responsible for the administrative functions of the Municipal Government Board and the Alberta Planning Board, which was amalgamated with the Municipal Government Board on September 1, 1995.

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## General classes or types of information

*Contains information on land use planning and subdivision, municipal corporate reviews, financial statements, municipal restructuring, assessment standards and appeals, legislation development, and municipal grant policy and payment information.*

- Administrator appointments to municipalities
- Agricultural relief advances
- Assessment appeals information
- Assessment inspections
- Electoral divisional boundaries
- Grant payments to municipalities
- Grants in lieu of taxes
- Improvement district lands
- Linear property assessments
- Local Government Initiative Program
- Municipal corporate reviews
- Municipal correspondence
- Municipal financial statements
- Municipal grant policy
- Municipal training and structure
- Project files – Incorporations/annexations, special investigations
- Subdivision applications
- Tax recovery and land management

---

## Personal information banks

### Agricultural Relief Advances Act files

*Location:* Local Government Development Branch.

*Information maintained:* Personal information includes loans received by individuals under the program. A listing of personal property and basic information on individuals is also contained in each file.

*Individuals:* Alberta farm loan recipients.

*Use:* Maintain information for repayment of loans.

*Users:* Management and administrative staff responsible for enforcing repayment of loans. Also, Land Titles staff responsible for placing and removing caveats from properties.

*Legal authority:* Agricultural Relief Advances Act.

### Municipal Officials list

*Location:* Local Government Development Branch.

*Information maintained:* Names and home addresses of elected municipal officials. All other information is general information on municipality and municipal appointed officials.

*Individuals:* Municipal elected and appointed officials.

*Use:* Generate lists of municipal contacts for government, municipalities, private sector and public. Personal information on municipal councillors is not provided to non-government authorities or individuals.

*Users:* Government administrative and management staff.

*Legal authority:* Municipal Government Act.

---

## Procedure manuals

- Abnormal/Extra Depreciation Allowance Policy for Experimental Industrial Plants
- Alberta Assessment Manuals (1984): Residential, Farmland, Industrial, and Commercial
- Municipal Administrators Handbook (4 volumes)
- Special Property Assessment Guide

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## MA 2

## HOUSING AND CONSUMER AFFAIRS

The mandate of the Housing and Consumer Affairs Division is to provide advice and assistance to housing management bodies and those in the private sector supplying shelter to Albertans in greatest need, and to encourage a fair marketplace for both businesses and consumers.

The division facilitates the efficient provision of a basic level of housing accommodation for Albertans who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation. The division provides advisory services to local management bodies which administer housing projects.

Major industry sectors of the consumer marketplace that are regulated by the division include real estate, mortgage brokers, collection agencies, auctioneers, funerals, home renovators, direct sellers, cooperatives, fuel oil, charitable promoters, landlord and tenant, and automotive sales and services.

Certain businesses are licensed, mainly those with trust accounts or where there have been numerous complaints or consumer losses. This ensures minimum financial stability requirements are met, where required, through bonds and other means. The division monitors and examines trust accounts of those firms holding public funds, and oversees endowment care funds, where required.

Alleged contraventions of legislation are investigated. Enforcement action is taken where legislation has been breached, large numbers of consumers have been disadvantaged, or significant losses have occurred.

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## General classes or types of information

*Contains information on housing programs; regulation of the real estate and mortgage broker industries, cooperatives, landlord tenant relationship for residential premises and mobile homes, public charitable contributions, condominiums, the collection industry, the auction sale industry, the prearranged funeral services industry, cemeteries, credit transactions, the direct selling industry, wage assignments, fuel oil sales, consumer retail transactions; and consumer debt repayment programs.*

- Consumer debt repayment

- Housing programs
- Industry regulation and licensing

---

## Personal information banks

### Alberta Family First-Home Program client files (expired February 28, 1991)

*Location:* Divisional Support Services.

*Information maintained:* Home ownership and personal information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Government Organization Act; Alberta Family First-Home Program Regulation.

---

### Alberta Family Home Purchase Program client files (terminated September 1, 1994)

*Location:* Divisional Support Services.

*Information maintained:* Personal and financial information relating to program eligibility.

*Individuals:* Program benefits recipients.

*Use:* Confirm eligibility for program benefits.

*Users:* Branch staff.

*Legal authority:* Alberta Housing Act.

---

### Alberta Mortgage Interest Shielding Program client files (expired February 28, 1991)

*Location:* Divisional Support Services.

*Information maintained:* Home ownership and personal information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Government Organization Act; Mortgage Interest Shielding Program Regulation.

---

## Cemetery salesman files

*Location:* Program Services.

*Information maintained:* Personal and business activities information pertaining to issuance of cemetery sales licences.

*Individuals:* Individuals licensed to sell on behalf of the owners of cemeteries, mausoleums or columbaria in Alberta and applicants for licensing.

*Use:* Ensure legislative compliance.

*Users:* Branch staff.

*Legal authority:* Cemeteries Act.

---

## Collection Agencies collectors licence files

*Location:* Program Services.

*Information maintained:* Personal and business activities information pertaining to issuance of collection agency collector licences.

*Individuals:* Individuals licensed as collectors under the Act and applicants for licensing.

*Use:* Confirm eligibility for licensing.

*Users:* Branch staff; law enforcement agencies.

*Legal authority:* Collection Practices Act.

---

## Collection Agency licence files

*Location:* Program Services.

*Information maintained:* Personal and business activities information pertaining to issuance of collection agency licences.

*Individuals:* Proprietors of collection agencies licensed under the Act and applicants for licensing.

*Use:* Ensure legislative compliance.

*Users:* Branch staff; law enforcement agencies.

*Legal authority:* Collection Practices Act.

---

## Community Housing Program client files

*Location:* Housing Management Bodies; Field Services.

*Information maintained:* Personal information relating to program eligibility and tenancy.

*Individuals:* Tenants and applicants.

*Use:* Ensure eligibility of tenant and for property management purposes.

*Users:* Management agency board and staff; division staff.

*Legal authority:* Alberta Housing Act.

---

## Consumer investigations/prosecutions/enforcement files

*Location:* Field Services; Program Services.

*Information maintained:* Personal, licensing, legal, financial or other information pertaining to individuals under investigation for breach of consumer legislation.

*Individuals:* Individuals who are sole proprietors or directors of companies who have had a consumer complaint made against them; consumers who have issued a complaint for investigation.

*Use:* Determine offences under consumer legislation; substantiate enforcement action.

*Users:* Branch staff.

*Legal authority:* Bankruptcy and Insolvency Act (Canada); Cemeteries Act; Collection Practices Act; Condominium Property Act; Consumer Credit Transactions Act; Co-operative Associations Act; Debtors' Assistance Act; Department of Consumer and Corporate Affairs Act; Direct Sales Cancellation Act; Fuel Oil Licensing Act; Licensing of Trades and Businesses Act; Mobile Home Sites Tenancies Act; Mortgage Brokers Regulation Act; Prearranged Funeral Services Act; Public Auctions Act; Public Contributions Act; Real Estate Agents' Licensing Act; Residential Tenancies Act; Unfair Trade Practices Act; Wage Assignments Act.



### **General business licence files**

*Location:* Program Services.

*Information maintained:* Personal and business information of licensed individuals and applicants.

*Individuals:* Individuals; employment agencies; charitable promoters; fuel oil, automotive, retail home sales; auction sale companies; direct selling; prepaid contractors; retail order, mail and catalogue sales.

*Use:* Ensure compliance with legislation regarding licensing.

*Users:* Branch staff.

*Legal authority:* Licensing of Trades and Businesses Act.

---

### **Home Adaptation/Enhanced Home Adaptation Program client files**

*Location:* Divisional Support Services.

*Information maintained:* Personal financial information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Government Organization Act; Housing Grants Regulation.

---

### **Mobile Home Loan Insurance Program client files (terminated September 1, 1993)**

*Location:* Divisional Support Services.

*Information maintained:* Mobile home ownership and personal financial information relating to program eligibility.

*Individuals:* Mobile home owners insured through the program.

*Use:* Confirm eligibility for insurance.

*Users:* Branch staff; financial institutions.

*Legal authority:* Alberta Housing Act.

---

### **Mortgage Broker registration files**

*Location:* Program Services.

*Information maintained:* Personal information relating to qualification as a mortgage broker.

*Individuals:* Individuals registered as mortgage brokers in Alberta and applicants for registration.

*Use:* Ensure legislative compliance.

*Users:* Branch staff.

*Legal authority:* Mortgage Brokers Registration Act.

---

### **Prearranged Funeral Services salesman files**

*Location:* Program Services.

*Information maintained:* Personal and business activities information pertaining to issuance of prearranged funeral sales licences.

*Individuals:* Individuals licensed to sell prearranged funeral services in Alberta and applicants for licensing.

*Use:* Ensure legislative compliance.

*Users:* Branch staff.

*Legal authority:* Prearranged Funeral Services Act.

---

**Rent Supplement Program client files** (includes Alberta Rent Supplement, Index-Linked Cooperative Rent Supplement; Private Rent Supplement; Alberta Social Housing Corporation – ASHC – Owned Rent Supplement)

*Location:* Housing Management Bodies; Field Services.

*Information maintained:* Personal information relating to program eligibility and tenancy.

*Individuals:* Tenants and applicants.

*Use:* Ensure eligibility of tenant and for property management purposes.

*Users:* Management agency board and staff; division staff.

*Legal authority:* Alberta Housing Act.

---

### **Rental and commercial judgment client files**

*Location:* Divisional Support Services.

*Information maintained:* Personal information relating to legal judgments for debts owing the Crown.

*Individuals:* Clients against whom there are legal judgments for repayment of debt.

*Use:* Recover amounts owed to the Crown.

*Users:* Branch staff.

*Legal authority:* Alberta Housing Act.

---

### **Rural and Native Housing Program client files**

*Location:* Ownership – Divisional Support Services; Rental – Housing Management Bodies or Field Services.

*Information maintained:* Personal information relating to program eligibility and ownership or tenancy.

*Individuals:* Homeowners or tenants and applicants.

*Use:* Ensure eligibility of homeowner or tenant and for property management purposes.

*Users:* Division staff; management agency board and staff; financial institutions.

*Legal authority:* Alberta Housing Act.

---

### **Rural Emergency Housing Program client files**

*Location:* Field Services.

*Information maintained:* Personal and financial information relating to program eligibility.

*Individuals:* Program clients and applicants.

*Use:* Determine client eligibility for program benefits.

*Users:* Branch staff.

*Legal authority:* Alberta Housing Act.

---

### **Rural Home Assistance Program client files**

*Location:* Field Services.

*Information maintained:* Personal and financial information relating to program eligibility.

*Individuals:* Program clients and applicants.

*Use:* Determine client eligibility for program benefits.

*Users:* Branch staff.

*Legal authority:* Alberta Housing Act.

---

**Senior Citizens' Property Tax Reduction Program client files (terminated December 31, 1994)**

*Location:* Divisional Support Services.

*Information maintained:* Personal information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Property Tax Reduction Act.

**Senior Citizens' Renter Assistance Program client files (terminated June 30, 1994)**

*Location:* Divisional Support Services.

*Information maintained:* Personal information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Property Tax Reduction Act.

**Senior Citizens' Self-Contained Apartment Program client files**

*Location:* Housing Management Bodies; Field Services.

*Information maintained:* Personal information relating to program eligibility and tenancy.

*Individuals:* Tenants and applicants.

*Use:* Ensure eligibility of tenant and for property management purposes.

*Users:* Management agency board and staff; division staff.

*Legal authority:* Alberta Housing Act.

**Seniors' Emergency Medical Alert Program client files (terminated June 30, 1994)**

*Location:* Divisional Support Services.

*Information maintained:* Personal financial information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Government Organization Act; Housing Grants Regulation.

**Seniors' Independent Living Program client files (expired December 31, 1993)**

**Seniors' Home Improvement Program Extension client files (expired December 31, 1989)**

**Seniors' Home Improvement Program client files (expired June 30, 1986)**

**Senior Citizen Home Improvement Program client files (expired June 30, 1979)**

*Location:* Divisional Support Services.

*Information maintained:* Personal financial information relating to program eligibility.

*Individuals:* Grant recipients and applicants.

*Use:* Confirm eligibility for program grant.

*Users:* Branch staff.

*Legal authority:* Government Organization Act; Housing Grants Regulation.

---

**Procedure manuals**

- Alberta Family First-Home Policy and Procedures and Lenders' Handbook
- Collection Agency Licensing
- Family Financial Counselling Policy and Operating Guidelines and Procedures
- Home Adaptation Policy and Procedure
- Licensing
- Mobile Home Loan Insurance Program
- Real Estate Policy and Procedures
- Seniors Independent Living Policy and Procedures

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**MA 3**

**REGISTRIES**

Registries is responsible for the stewardship of public and business rights through licensing and registration legislation. Its mandate is to improve access to information and services through a private delivery system on a user-pay basis. Registry functions include: core processes associated with registering, validating and searching information in the areas of corporate, personal property, vital statistics, land titles, and motor vehicles; providing support for registry services through the private sector; assessing new opportunities to provide government service through the private sector and developing new information products; administering legislation and ensuring regular review for consolidation, amendment and deregulation. Information searches are provided through Registries agents.

The above functions are carried out by three branches. Registration Services is responsible for the core processes outlined above. Business Development and Private Agent Support is responsible for supporting the delivery of registry services through the private sector. Research and Program Development is responsible for researching and advising on policy issues, which often result in legislative and program development initiatives.

Pursuant to Section 4(1)(h) of the Freedom of Information and Protection of Privacy Act, records made from information in certain Registries are exempted from the Act. This includes Corporate, Personal Property, Land Titles, Motor Vehicles and Vital Statistics records. Therefore, some of the information listed below under "General classes or types of information" and "Personal information banks" will not be subject to the Freedom of Information and Protection of Privacy Act.

---

### **General classes or types of Information**

*Contains information on registration operations including quality control and standards, Registries agent support including customer services, driver testing and education, and business development.*

- Alberta On-line information system
- Certificates of titles
- Corporate records
- Corporate Registry operations
- Driver testing and education development
- Land Related Information System
- Land Titles operations
- Motor Vehicles operations
- Personal Property operations
- Product planning and product performance assessments
- Product service and marketing strategies
- Registered land related documents
- Registered survey plans
- Registrations of sole proprietorships, partnerships and limited partnerships
- Vital Statistics operations

---

### **Personal Information banks**

#### **Driver enforcement records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, Alberta driver licence number, medical history, traffic and criminal code convictions.

*Individuals:* Individuals who have been issued an Alberta Motor Vehicle driver licence, including probationary licences.

*Use:* Ensure that Alberta drivers comply with the Safety Code Standards in the Motor Vehicle Administration Act.

*Users:* Motor Vehicle enforcement staff, law enforcement agencies, insurance companies, Motor Vehicle offices in other jurisdictions, potential employers of licensee, Medical Review Board.  
*Legal authority:* Motor Vehicle Administration Act.

---

#### **Driver examiner records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, employment history, driving record, criminal record check.

*Individuals:* Individuals designated to test drivers for an Alberta driver licence.

*Use:* Ensure individuals meet provincial standards for driver testing.

*Users:* Registries staff, Registries agents (limited information).

*Legal authority:* Motor Vehicle Administration Act.

---

### **Driver instructor records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, employer name and address, driving record, employment history.

*Individuals:* Individuals licensed to be driving instructors in Alberta.

*Use:* Ensure individuals meet the criteria to qualify to be a driving instructor.

*Users:* Registries staff.

*Legal authority:* Highway Traffic Act, Driver Training Regulation (AR 133/90).

---

### **Driver/operator licence records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, physical characteristics, driver licence number, class, issue date, expiry date, special conditions.

*Individuals:* Individuals who have been issued an Alberta driver licence.

*Use:* Identify licensed drivers in Alberta.

*Users:* Registries staff, Registries agents, law enforcement agencies, other government departments.

*Legal authority:* Motor Vehicle Administration Act.

---

### **Industrial certification – Driver examiner records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, employer's name and address, employment history, driving record.

*Individuals:* Individuals designated to test employees of companies registered under the Industrial Certificates Program.

*Use:* Ensure individual qualifies for designation.

*Users:* Registries staff.

*Legal authority:* Motor Vehicle Administration Act.

---

### **Land Titles Assurance Fund claims**

*Location:* Registration Services.

*Information maintained:* Name, address, court issued documents relating to the claim.

*Individuals:* Individuals alleging that they have been deprived of their interest in land as a result of fraud or a Land Titles error.

*Use:* Determine liability on the part of the Assurance Fund.

*Users:* Registries staff, Alberta Justice.

*Legal authority:* Land Titles Act.

---

### **Land Titles general register**

*Location:* Registration Services.

*Information maintained:* Name, address, creditor's name and address, writs of execution, transfer of writs, assignments of judgments, Workers' Compensation Board certified statements, judgments and orders for



maintenance or alimony pursuant to the Domestic Relations Act or the Divorce Act, orders and agreements pursuant to the Maintenance and Recovery Act, orders pursuant to the Employment Standards Code, Public Utilities Board Act, Matrimonial Property Act, certificates of mental incompetency by the Public Trustee, trusteeship orders pursuant to the Dependent Adults Act.

*Individuals:* Individuals who have had a writ of execution or other court orders directing the seizure of assets/or the control of assets.

*Use:* Prevent unlawful disposition of assets.

*Users:* Individuals having an interest in land, creditors, other government departments.

*Legal authority:* Land Titles Act.

---

### **Personal Property Assurance Fund claims**

*Location:* Registration Services.

*Information maintained:* Name, address, court issued documents relating to the claim.

*Individuals:* Individuals alleging that they have been deprived of their interest in personal property as a result of fraud or a Personal Property Registry error.

*Use:* Determine liability on the part of the Assurance Fund.

*Users:* Registries staff, Alberta Justice.

*Legal authority:* Personal Property Security Act.

---

### **Personal Property security registrations**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, may include court orders, writs.

*Individuals:* Individuals who have borrowed money and have used their personal property as collateral/security or are the secured holder of personal property.

*Use:* Protect secured partners or individuals who are in the process of purchasing property or lending money.

*Users:* Registries staff, stakeholders, other government departments including other jurisdictions, law enforcement agencies.

*Legal authority:* Personal Property Security Act.

---

### **Prorate master records**

*Location:* Registration Services.

*Information maintained:* Name, address, vehicle purchase information including bill of sale and lease agreements.

*Individuals:* Licensed Alberta carriers operating under two Prorate Agreements: 1. Canadian Agreement Vehicle Registration (C.A.V.R.) and 2. International Registration Plan (I.R.P.).

*Use:* Identify persons who qualify for prorate registrations. Prorate allows commercial carriers to register for travel in a number of jurisdictions through one registration process.

*Users:* Registries staff, Registries agents (limited information), law enforcement agencies, other government departments.

*Legal authority:* Motor Vehicle Administration Act.

---

### **Vehicle registration records**

*Location:* Registration Services.

*Information maintained:* Name, address, birth date, physical characteristics, vehicle identification, plate number, co-registrant's name and birth date, could include medical history/physician's report.

*Individuals:* Individuals who have registered a motor vehicle in Alberta, including individuals with long or short-term ambulatory disability.

*Use:* Establish identification of vehicle registrant and determine if individual qualifies for a disabled placard.

*Users:* Registries staff, Registries agents, law enforcement agencies, other government departments.

*Legal authority:* Motor Vehicle Administration Act.

---

### **Vital Statistics records**

*Location:* Registration Services.

*Information maintained:* Names (including former names), citizenship, date and place of the event, family history, information pertaining to death, length of residence, mailing address, marital history, medical information, occupation, place of residence, registration date and number, religion, sex.

*Individuals:* Persons born, married, authorized to solemnize marriage, deceased, stillborn, changing their name or sex or declaring parentage in Alberta.

*Use:* Register and record Alberta births, deaths, marriages, persons authorized to solemnize marriage, stillbirths, name changes, record corrections, amendments, sex changes, court orders regarding parentage; compile, publish and distribute statistics; provide certified copies, extracts, certificates, search notices for research, medical and law enforcement purposes.

*Users:* Registries staff and other users permitted under the Vital Statistics Act, Marriage Act, Change of Name Act.

*Legal authority:* Vital Statistics Act, Marriage Act, Change of Name Act.

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### **Procedure manuals**

- Alberta Land Titles Automation (ALTA) Remote Search Guide
- Alberta Land Titles Procedures Manual
- Corporate Registry Policy Manual
- Motor Vehicles Policy and Procedures Manual – Volumes I, II and III
- National Safety Code Medical Guidelines for Drivers
- Vital Statistics Policy and Procedures Manual

Portions of the above manuals may not be accessible to the public due to security concerns.

## CORPORATE SERVICES

Corporate Services is responsible for guiding the department's long-term strategic and legislative planning activities; coordinating the preparation and implementation of the business plan; ensuring coordination of all corporate policy development; productivity analysis and improvement; coordinating the implementation of the Freedom of Information and Protection of Privacy Act; providing communication services to the Minister and the department; and providing library services.

## FINANCE AND ADMINISTRATION

The Finance and Administration Division is responsible for providing accounting and financial management services; internal audit and program evaluation; coordinating electronic data processing services; and providing administrative and advisory support to the department, its associated boards, agencies and trust funds administered by the department. The division is also responsible for maintaining and disposing of current land holdings declared surplus to current or future housing needs, as well as resolving land related matters and finalizing outstanding land agreements.

### General classes or types of information

*Contains information on properties owned and/or leased by the Alberta Social Housing Corporation; Trust Fund financial records including Improvement Districts, Special Areas, Alberta Planning Fund, Consumer Debt Repayment Program; assessments and tax rolls; electronic data processing; systems outsourcing; and audit plans and reports.*

- Acquisition and disposal of land
- Core Housing Incentive Program – Mortgage
- Electronic data processing (EDP) – Plans, projects, security, applications systems, consultant firms, vendors, systems development, help desk
- Improvement Districts assessment and tax rolls information
- Long-term land leases
- Modest Apartment Program – Mortgage
- Municipal land bank – Development and agreements
- Restructured loan agreements
- Staff housing site leases
- Systems outsourcing initiative – Transition plans, request for proposal, post-implementation reviews
- Trust Fund budgets, disbursements, financial statements and revenue reconciliation

## HUMAN RESOURCE SERVICES

Human Resource Services provides a full range of human resource services to the department. These services include redeployment, recruitment and selection, employee relations consulting, job evaluation and classification, human resource planning, human resource development, compensation management, performance management and occupational health and safety. Human Resource Services is also responsible for human resource policy and procedures; participation as a partner on business process re-engineering, outsourcing, and privatization initiatives undertaken throughout the department; liaison on human resource matters with the Public Service Commissioner's Office (Personnel Administration Office) and Treasury on pay and benefits services; and investigation of grievances and matters affecting working conditions.

## LEGAL SERVICES

Legal Services represents the department and its associated boards on all legal matters, interprets legislation, reviews proposed legislation, drafts legal documents, and provides legal opinions and advice.

### General classes or types of information

*Contains information on legal matters.*

## AFFILIATED PUBLIC BODIES

### ALBERTA REAL ESTATE ASSOCIATION, REAL ESTATE LICENSING COMMITTEE

The Association is established as a Delegated Regulatory Organization under the Real Estate Agents' Licensing Act. The office is located at 838 – 12 Avenue, SW, Calgary, Alberta. The Association has been delegated the rights, obligations and functions respecting licensing; the experience, training, education and examination of agents and salesmen; and maintenance of records containing information supplied under these provisions pertaining to the real estate industry. The Licensing Committee also employs persons under the functional direction of the Superintendent to conduct examinations and inspections of the books and accounts of real estate agents.

### General classes or types of information

*Contains information on licence and registration applications and renewals from individuals and business; audit examinations and complaints; all licensed or registered agents, designated representatives or sales people; Committee business; general correspondence.*

---

## Personal information banks

### Real estate licensing files

*Location:* Program Services; Alberta Real Estate Association (Calgary).

*Information maintained:* Personal and corporate information pertaining to issuance of real estate licences.

*Individuals:* Individuals licensed or registered to sell real estate in Alberta and applicants for licensing.

*Use:* Ensure legislative compliance.

*Users:* Branch staff; Alberta Real Estate Association.

*Legal authority:* Real Estate Agents Licensing Act.

---

## Procedure manuals

- Compliance Audit Policy and Procedures
- Licensing and Registration Policy and Procedures
- Real Estate Policy and Procedures

MA 9

### ALBERTA SOCIAL HOUSING CORPORATION

Under the new Alberta Housing Act, the former Alberta Mortgage and Housing Corporation (AMHC) is now known as the Alberta Social Housing Corporation, and its activities are limited to the provision of social housing. Municipal Affairs – Sales Ltd. (MASL) was established to accelerate the disposal of AMHC mortgages and real estate. MASL operations were phased out in March 1995, and the remaining assets will be disposed of directly through the Alberta Social Housing Corporation.

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### General classes or types of information

*The Alberta Social Housing Corporation does not maintain its own operational records. Any records used or created by the Corporation are listed under the Housing and Consumer Affairs Division.*

MA 10

### DEBTORS' ASSISTANCE BOARD

The mandate of the Debtors' Assistance Board is to advise and assist debtors to settle their debts; to act as intermediaries between debtors and creditors; and to generally provide assistance to debtors who cannot meet their financial obligations.

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### General classes or types of information

*Contains information on general operations and client repayment arrangements.*

---

## Personal information banks

### Debtors' Assistance Board client files

*Location:* Field Services.

*Information maintained:* Personal and financial information of consumers who seek assistance in addressing overcommitted debts.

*Individuals:* Consumers who seek assistance in addressing overcommitted debts.

*Use:* Ensure eligibility of client for assistance; source material for coordinating repayment arrangements.

*Users:* Branch staff.

*Legal authority:* Debtors' Assistance Act.

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### Orderly Payment of Debt client files

*Location:* Field Services.

*Information maintained:* Personal and financial information of consumers who seek assistance in addressing overcommitted debts.

*Individuals:* Consumers who seek assistance in addressing overcommitted debts.

*Use:* Ensure eligibility of client for assistance; source material for coordinating repayment arrangements.

*Users:* Branch staff; Clerk of the Court; Superintendent of Bankruptcy (Industry Canada).

*Legal authority:* Bankruptcy and Insolvency Act (Canada).

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## Procedure manuals

- Family Financial Counselling Policy and Operating Guidelines

MA 11

### DRIVER CONTROL BOARD

The Driver Control Board is a quasi-judicial body deriving its authority from the Motor Vehicle Administration Act. It is responsible for promoting highway safety by keeping the suspended licences of drivers who are a threat to public safety.

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### General classes or types of information

*Contains information on programs initiated by the Driver Control Board.*

- Ignition Interlock Program
- Pre-disposition Licence Suspension Program
- Vehicle Seizure Program

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## Personal information banks

### Driver Control Board client files

*Location:* Driver Control Board.

*Information maintained:* Driving record, Alberta Alcohol and Drug Abuse Commission reports/assignments, medical reports, psychiatric reports, personal information. Board assessment and reasons for decision, legal briefs, correspondence.



*Individuals:* Drivers suspended for impaired driving, demerit offences, driving while suspended, dangerous driving, pre-disposition inquiries and vehicle seizure cases.

*Use:* The information is obtained in order to determine if the Board should reinstate driving privileges in the interest of public safety. It is kept as many clients tend to be repeat offenders, and in case there are court challenges.

*Users:* Driver Control Board members and staff; Court of Appeal.

*Legal authority:* Motor Vehicle Administration Act and Regulations, Administrative Procedures Act.

#### MA 12

### DRIVER EDUCATION ADVISORY COMMITTEE

The Driver Education Advisory Committee is a body created under the authority of the Highway Traffic Act (Driver Training Regulation). It is made up of stakeholders representing the driver training industry, law enforcement, traffic safety and government. Its role is to provide advice and recommendations to the Registrar on issues related to driver education and driver testing so as to improve driver qualifications and attitudes in order to promote greater safety on Alberta roadways.

#### General classes or types of information

*The Driver Education Advisory Committee does not maintain their own operational records. Any records used or created by the Committee are located in the "Driver testing and education development files" listed under Registries.*

#### MA 13

### FUNERAL SERVICES REGULATORY BOARD

The Board is established as a Delegated Regulatory Organization under the Licensing of Trades and Businesses Act. The Board's mandate is to license funeral homes and funeral directors, to investigate and mediate complaints against funeral homes, to establish education criteria for industry members and to provide education programs for the public and industry.

#### General classes or types of information

*Contains licence applications and renewals from businesses and funeral directors; complaint files; results of applicant examinations; and annual inspections of funeral homes.*

#### Procedure manuals

- Business plans
- Departmental direction

#### MA 14

### MEDICAL REVIEW BOARD

The Medical Review Board is responsible for reviewing all contentious medical files referred to Motor Vehicles for licensing drivers whose medical status deviates from the medical guidelines established by the Canadian Council of Motor Transport Administrators. All medical cases are reviewed on an individual basis and the Board makes recommendations to the Registrar.

#### General classes or types of information

*Individual records are not maintained by the Medical Review Board. Information to be reviewed by the Board is obtained from the Personal Information Bank titled "Driver enforcement records" shown under Registries.*

#### MA 15

### MUNICIPAL GOVERNMENT BOARD

The mandate of the Municipal Government Board is to hear complaints about assessments for linear property (power/telecommunications/cable television/wells and pipeline); hear appeals relating to equalization assessments for municipalities; hear appeals from decisions of the Assessment Review Board; decide disputes between a housing management body and a municipality or between housing management bodies; deal with annexations; and hear and render decisions on certain subdivision appeals and inter-municipal planning disputes. Certain functions formerly discharged by the Alberta Assessment Appeal Board and the Local Authorities Board, which were dissolved on January 1, 1995, and the Alberta Planning Board, which was dissolved on September 1, 1995, are now discharged by the Municipal Government Board.

#### General classes or types of information

*Contains information on linear property assessments; equalization assessment appeals; disputes; annexation; subdivision appeals; municipal and environmental reserve lands; public utilities; regional plan amendment appeals; and inter-municipal disputes.*

- Alberta Housing Act
- Annexation
- Assessment Review Board
- Equalized assessments
- Inter-municipal disputes
- Linear property
- Municipal and environmental reserve lands
- Public utilities
- Regional plan amendment appeals and compliance disputes
- Subdivision appeals, plan cancellations and time extensions
- Waivers from compliance of subdivision regulation

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**Procedure manuals**

- Board Policy and Procedure Manual

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**MA 16****SPECIAL AREAS BOARD**

Special Areas covers a rural area in southeast Alberta. The Special Areas Board, which has its head office in Hanna, is responsible for providing cost-effective, responsive municipal services and effective long-term resource management to the residents of Special Areas.

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**General classes or types of information**

*Contains information on disposition of public lands within Special Areas.*

- Lease records for disposition of public lands within Special Areas

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**Procedure manuals**

- Special Areas Policy and Procedure Manual

## **HEAD**

Provincial Treasurer  
224 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-8809  
Fax: (403) 428-1341

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Room 351, 9515 - 107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Room 315, 9515 - 107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-9722

## **Mandate**

The company was formed to effect maximum realization from the disposition of real estate and mortgages acquired from troubled financial institutions during the late 1980's and early 1990's. The disposition is to be carried out in an efficient and effective manner within a reasonable timeframe having regard for carrying costs, the costs of liquidation and location of the property.

## **Organization**

N.A. Properties (1994) Ltd. was formed by the amalgamation of 354713 Alberta Ltd. and 391760 Alberta Ltd. and certain of their respective subsidiaries including N.A. Properties (1989) Ltd. and S.C. Properties Ltd.

## **General classes or types of information**

*Includes records related to Crown owned real estate. Contains information regarding the sale and lease of property, property management, financing, operating costs, marketing/advertising, tenants, appraisals and construction.*

- Development and improvement of properties
- Leasing agents
- Mortgage information
- Property appraisals
- Property sales
- Property taxes
- Tenants

## **Personal information banks**

*None*

## **Procedure manuals**

- Authorization Levels and Management Control Policies Manual



## HEAD

Premier  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2251  
Fax: (403) 427-1349

## ACCESS

Freedom of Information and Privacy Coordinator  
Director, Finance and Administration  
1201 Legislature Annex  
9718 - 107 Street  
Edmonton, Alberta  
T5K 1E4  
Telephone: (403) 427-1076  
Fax: (403) 427-5565

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 to 4:30 p.m. on the 2nd Floor, Provincial Building, 9621 - 96 Avenue, Peace River.

The reading area is wheelchair accessible.

General information number: (403) 427-1076

## Mandate

The Northern Alberta Development Council exists to promote economic and social development in northern Alberta through practical advice to government and through the delivery of development services to northerners.

## Organization

The Northern Development Branch provides administrative support to the Northern Alberta Development Council; an advisory body to the Alberta government on development of the north which is chaired by a Member of the Legislative Assembly and has a number of members. The branch also administers the Northern Alberta Agreement; a federal/provincial cost-shared economic development program.

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## General classes or types of information

*Includes Canada/Alberta Northern Agreement project files and grant applications.*

## HEAD

Auditor General  
8th Floor, 9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 427-4222  
Fax: (403) 422-9555

## ACCESS

Freedom of Information and Privacy Coordinator  
8th Floor, 9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 427-4222  
Fax: (403) 422-9555

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the 8th Floor, 9925 - 109 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-4222

## Mandate

The Auditor General, an Officer of the Legislature, is the independent auditor of every government department, regulated fund, revolving fund, provincial agency and other organization designated by statute or approved by the Select Standing Committee on Legislative Offices. The Auditor General expresses audit opinions to add credibility to financial statements and makes recommendations to improve the financial administration of the province. The Auditor General undertakes special auditing or investigative assignments as may be specified by the Legislative Assembly and, under certain conditions, the Executive Council. The Auditor General reports annually to the Legislative Assembly on the work of the Office.

## Organization

The Office has an Audit Division and an Audit Support Division. The Audit Division consists of three teams of professional auditors and student auditors. Each team is responsible for a portfolio of audits. The Office carries out some of its audits through private sector accounting firms which act as agents of the Auditor General. The Audit Support Division provides administrative and audit-related services to the Audit Division.

## General classes or types of information

*The operational records produced or held by the Office of the Auditor General are not subject to the Freedom of Information and Protection of Privacy Act as stated in section 4(1) of the Act.*

## Personal information banks

### Audit management system

*Location:* Office of the Auditor General.

*Information maintained:* Staff number, name, type, title, level, status, hours, years of service, hire date, termination date, anniversary date, home address, home phone, location, next of kin, emergency phone number, team, division, career advisor, parking stall, licence number.

*Individuals:* All Office of the Auditor General staff.

*Use:* Administer employee benefits and allocate staff resources to audit activities.

*Users:* Access is limited to human resource management and the Manager, Management Information and Quality Control.

*Legal authority:* Auditor General Act (RSA 1980 cA-49) and Public Service Act (RSA 1980 cP-31).

## Procedure manuals

*None*

## HEAD

Chief Electoral Officer  
Suite 100, 11510 Kingsway  
Edmonton, Alberta  
T5G 2Y5  
Telephone: (403) 427-7191  
Fax: (403) 422-2900

## ACCESS

Freedom of Information and Privacy Coordinator  
Chief Electoral Officer  
Suite 100, 11510 Kingsway  
Edmonton, Alberta  
T5G 2Y5  
Telephone: (403) 427-7191  
Fax: (403) 422-2900

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at Suite 100, 11510 Kingsway, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-7191

## Mandate

The Office of the Chief Electoral Officer is responsible for administering the election process in Alberta and ensuring that party registration and financial disclosures are made in accordance with the legislation.

The Chief Electoral Officer is an Officer of the Legislature and is appointed by the Lieutenant Governor in Council on the recommendation of the Legislative Assembly. The Chief Electoral Officer carries out the function of the Office in accordance with the Election Act and the Election Finances and Contributions Disclosure Act.

## Organization

The Office of the Chief Electoral Officer is a department of the Public Service of Alberta and consists of the Chief Electoral Officer, a Deputy Chief Electoral Officer and those officers and employees necessary to assist the Chief Electoral Officer in the administration of his or her duties.

The Lieutenant Governor in Council appoints returning officers to conduct elections, enumerations and plebiscites for each electoral division in the province.

## General classes or types of information

*Contains information pertaining to the conduct and administration of elections conducted under the Election Act and the registration and reporting requirements of political parties, constituency associations and candidates under the Election Finances and Contributions Disclosure Act.*

- Party, constituency associations and candidate registration documents, and financial statements
- Reports on general elections and by-elections
- Report on the administration of the Election Finances and Contributions Disclosure Act

## Personal information banks

*See Common Records*

## Procedure manuals

- Compendium of Appointments and Procedures



## HEAD

Ethics Commissioner  
410, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 422-2273  
Fax: (403) 422-2261

## ACCESS

Freedom of Information and Privacy Coordinator  
410, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 422-2273  
Fax: (403) 422-2261

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at 410, Alberta Treasury Branches Plaza, 9925 - 109 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 422-2273

## Mandate

The Office of the Ethics Commissioner enhances public confidence in the integrity of Members of the Legislative Assembly and of senior officials of the Public Service of Alberta by:

- *providing advice and guidance to Members and senior officials regarding their private interests in relation to their public responsibilities;*
- *investigations into allegations of conflicts of interest; and*
- *promoting the understanding by Members, senior officials, and the public of the obligations regarding conflicts of interest contained in legislation or directives.*

## Organization

The Office consists of the Ethics Commissioner, who serves on a part-time basis, and a full-time administrator. The Ethics Commissioner is an Officer of the Legislature and is appointed by the Lieutenant Governor in Council on the recommendation of the Legislative Assembly. The Ethics Commissioner carries out the functions of his or her office as set out in the Conflicts of Interest Act. Those functions include:

- *meeting with Members of the Legislative Assembly to discuss the Members' private disclosure statements;*
- *preparing public disclosure statements;*

- *providing confidential advice and recommendations to Members on conflicts of interest matters; and*
- *conducting investigations into allegations of conflicts of interest.*

Further to a Cabinet directive, the Ethics Commissioner conducts similar functions relating to senior public officials in the Alberta public service, with the exception of preparing public disclosure statements.

## General classes or types of information

*Operational records include information on conflicts of interest matters generally, disclosure forms, and information relative to completion of those forms, as well as information relating to the functions to be exercised under the Conflicts of Interest Act.*

- Books, reports, and brochures on conflicts of interest and ethics questions
- Clippings on conflicts of interest matters

## Personal information banks

### Members of the Legislative Assembly disclosure statements and confidential advice

*Location:* Office of the Ethics Commissioner.

*Information maintained:* Name, address, telephone numbers, income, assets, liabilities, and financial interests of each Member of the Legislative Assembly, the Member's spouse, minor children, and all private corporations controlled by the Members, the spouses, or minor children. Birth dates for minor children.

Confidential advice provided to Members on matters covered by the Conflicts of Interest Act.

*Individuals:* Members of the Legislative Assembly, including spouses, minor children, and private corporations controlled by any or all of them.

*Use:* Prepare public disclosure statements on each Member; assist the Ethics Commissioner in advising Members of their obligations under the Conflicts of Interest Act.

*Users:* Staff of the Office of the Ethics Commissioner.

*Legal authority:* Conflicts of Interest Act (SA 1991 cC-22.1).

### Senior officials disclosure statements and confidential advice

*Location:* Office of the Ethics Commissioner.

*Information maintained:* Name, address, telephone numbers, income, assets, liabilities, and financial interests of each designated senior official, the official's spouse, minor children, and any private corporations controlled by the official, the spouse, or the minor children. Birth dates for minor children. Advice on matters relating to conflicts of interest.

*Individuals:* Designated senior officials, including the spouses, minor children, and private corporations controlled by any or all of them.

*Use:* Assist the Ethics Commissioner in providing advice to senior officials on their obligations under the conflicts of interest guidelines.

*Users:* Staff of the Office of the Ethics Commissioner.

*Legal authority:* Cabinet directive as communicated to the designated senior officials by the Honourable R.S. Fowler, Minister of Justice and Attorney General, dated February 3, 1993.

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**Procedure manuals**

*None*

## **HEAD**

Information and Privacy Commissioner  
410, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 422-6860  
Fax: (403) 422-2261

## **ACCESS**

Freedom of Information and Privacy Coordinator  
410, Alberta Treasury Branches Plaza  
9925 - 109 Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 422-6860  
Fax: (403) 422-2261

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at 410, Alberta Treasury Branches Plaza, 9925 - 109 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 422-6860

## **Mandate**

The Office of the Information and Privacy Commissioner will ensure the protection of rights to access to records in the custody or control of public bodies as set out in legislation and will ensure that personal information is collected and disclosed or used by public bodies according to the manner and purposes set out in legislation. The Commissioner conducts independent reviews of decisions made by public bodies under the Freedom of Information and Protection of Privacy Act and resolves complaints made under the Act. The Commissioner is also responsible for monitoring how the Act is administered to ensure that its purposes are achieved.

## **Organization**

The Office is headed by the Information and Privacy Commissioner who is an Officer of the Legislature and is appointed by the Lieutenant Governor in Council on the recommendation of the Legislative Assembly. The Commissioner carries out the functions and duties of the Office of the Information and Privacy Commissioner in accordance with the Freedom of the Information and Protection of Privacy Act.

## **General classes or types of information**

*Operational records include information on freedom of information matters generally, appeals of decisions made by public bodies, Orders issued by the Commissioner, compliance audit records, research papers or submissions, and records generally relating to the functions and duties performed by the Commissioner under the Act.*

## **Personal information banks**

### **Appeals of decisions**

*Location:* Office of the Information and Privacy Commissioner.

*Information maintained:* Name of appellant, records reviewed relating to the request of the appellant, representations from parties interested in the appeal, hearing documentation, Orders issued.

*Individuals:* Appellants, third parties, and public bodies.

*Use:* Resolve the appeal.

*Users:* Staff of the Office of the Information and Privacy Commissioner only.

*Legal authority:* Freedom of Information and Protection of Privacy Act.

## **Procedure manuals**

*None*



## HEAD

Ombudsman  
1630, 10020 - 101A Avenue  
Edmonton, Alberta  
T5J 3G2  
Telephone: (403) 427-2756  
Fax: (403) 427-2759

## ACCESS

Freedom of Information and Privacy Coordinator  
1630, 10020 - 101A Avenue  
Edmonton, Alberta  
T5J 3G2  
Telephone: (403) 427-2756  
Fax: (403) 427-2759

A public reading area for the review of manuals and other information is open 8:15 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday at 1630, 10020 - 101A Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2756

## Mandate

The Ombudsman, who is an Officer of the Legislature, conducts impartial investigations on receipt of written complaints from individuals who believe they have been treated unfairly by the provincial government. The Ombudsman is independent of government and has broad powers to investigate actions, decisions, practices and procedures of government departments, boards, agencies and commissions. Individuals are required to complete all available appeals before the Ombudsman may consider investigating. The Office of the Ombudsman also assists individuals in directing complaints to the appropriate contact, department or other complaint mechanism when the complaint is outside the Ombudsman's jurisdiction to investigate.

## Organization

The Office of the Ombudsman provides services to the public through its head office in Edmonton and regional office in Calgary.

## **HEAD**

Premier  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2251  
Fax: (403) 427-1349

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Director, Finance and Administration  
1201 Legislature Annex  
9718 - 107 Street  
Edmonton, Alberta  
T5K 1E4  
Telephone: (403) 427-1076  
Fax: (403) 427-5565

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 to 4:30 p.m. at 1201 Legislature Annex, 9718 - 107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-1076

## **Mandate**

The Office of the Premier/General Administration provides responsive support to the Office of the Premier, while maintaining open communication between the Office and Albertans. Administrative services are provided to the Executive Council, its members and committees. The Executive Council consists of the Premier and Ministers of the Crown, who, by executive procedure and orders approved by the Lieutenant Governor, translate the wishes of the electors of the province into policy decisions and consequent programs, under authority provided by the Legislative Assembly and provincial statutes. Administrative, secretarial and clerical services are provided for the Lieutenant Governor.

## **Organization**

Office of the Premier/General Administration includes the Office of the Premier, the South Alberta Office of the Premier, the Office of the Deputy Minister, and the Office of the Lieutenant Governor.

## **OPGA 1**

### **OFFICE OF THE PREMIER**

The Office of the Premier provides information and support to the Premier in the areas of administrative support and communications.

#### **General classes or types of information**

*Correspondence addressed to the Premier.*

## **OPGA 2**

### **SOUTH ALBERTA OFFICE OF THE PREMIER**

The South Alberta Office of the Premier provides information and support to the Premier in the areas of administrative support and communications.

## **OPGA 3**

### **OFFICE OF THE DEPUTY MINISTER**

The Office of the Deputy Minister provides policy analysis, advice and support to the members of the Executive Council.

## **OPGA 4**

### **OFFICE OF THE LIEUTENANT GOVERNOR**

The Office of the Lieutenant Governor provides for the day-to-day operating requirements of the Lieutenant Governor.

## **HEAD**

Minister Responsible for Personnel Administration Office  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B7  
Telephone: (403) 427-2251  
Fax: (403) 427-1349

## **ACCESS**

Freedom of Information and Privacy Coordinator  
4th Floor, Peace Hills Trust Tower  
10011 - 109 Street  
Edmonton, Alberta  
T5J 3S8  
Telephone: (403) 420-4391  
Fax: (403) 422-0835

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the 4th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 420-4300

## **Mandate**

The mandate of the Personnel Administration Office is to provide, for the Public Service of Alberta, corporate human resource systems that maintain equitable standards and support the highest level of service in the most cost-efficient manner to the people of Alberta.

## **Organization**

The Personnel Administration Office has three divisions: Employee Relations; Staffing, Development and Health; and Systems and Planning Support. These divisions are coordinated through an executive committee chaired by the Public Service Commissioner as deputy head of the Personnel Administration Office.

policies for the excluded, opted-out and management employee groups. It establishes and maintains classification systems. The division develops, implements and coordinates employee benefit programs and pay plans. It also conducts research on classification and compensation issues for all employee groups. Consulting and training services are provided to departments in all of these program areas.

## **General classes or types of information**

*Information concerning employee relations, classification, compensation and employee benefits for management and non-management employees in the Alberta public service.*

## **Benefits and salary administration:**

- Accident insurance
- Dental Plan Trust
- Dental plans
- Employee Funded Leave Program
- Extended medical benefits
- Extended Medical Benefits Plan trust
- Group life insurance
- International service
- Long Term Disability Income (LTDI) Plan
- Retired employees life insurance
- Salary administration
- Supplemental unemployment insurance
- Travel, moving and subsistence

## **Classification and compensation:**

- Class series files
- Classification appeal briefs
- Classification training
- Collective Agreements Tracking System (Alberta)
- Compensation systems
- Management employee regulations
- Management official pay plan
- Management position files
- Medical and dental officer schedule
- Negotiations Costing System
- Pay card system
- Salary and wage information
- Schedule of senior positions
- Senior official administration files
- Third party salary information

## **Labour relations:**

- Code of conduct and ethics
- Collective bargaining and agreements
- Cooperation and liaison with unions
- Discipline/grievance administration
- Exclusion award summaries
- Exclusions
- General consultation and interpretations
- Grievance arbitration case files
- Grievance award summaries
- Labour relations training

## **PAO 1**

## **EMPLOYEE RELATIONS DIVISION**

The division provides a corporate framework of terms and conditions of employment for the Alberta public service through a number of related activities. On behalf of the employer, the division provides labour relations services through collective bargaining, grievance and dispute resolution, contract interpretation and administration, and exclusion negotiations and applications. The division also develops compensation and other terms of employment



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## Personal information banks

### Dental Plan Trust

*Location:* Employee Relations Division.

*Information maintained:* Employee case files containing employee dental claim forms, correspondence from employees, carrier, Ombudsman, Trustees, and enquiries to the Trustees about denial of benefits, late claim submissions, or services not covered under the plan.

*Individuals:* Government employees.

*Use:* Maintain a record of all correspondence and related case information from point of initiation to final resolution.

*Users:* Benefits and Salary Administration Branch staff, Trustees of the Government of Alberta Dental Plan Trust.

*Legal authority:* Trust agreement.

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### Extended Medical Benefits Plan

*Location:* Employee Relations Division.

*Information maintained:* Employee case files containing employee claim forms, correspondence from employees, carrier, Ombudsman, Trustees, and enquiries to the Trustees about denial of benefits or services not covered by the plan.

*Individuals:* Government employees covered by the Employees' Group Extended Medical Benefits Plan.

*Use:* Maintain a record of all correspondence and related case information from point of initiation to final resolution.

*Users:* Benefits and Salary Administration Branch staff, Trustees of the Group Extended Medical Benefits Plan.

*Legal authority:* Trust agreement.

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### Long Term Disability Income (LTDI)

*Location:* Employee Relations Division.

*Information maintained:* Employee claim files containing name, address, phone number, social insurance number, job description, employee and employer statements, physician statements, benefit authorization forms, Canada Pension Plan (CPP) correspondence, appeal forms, Workers' Compensation Board (WCB) correspondence, rehabilitation reports, departmental correspondence, carrier correspondence.

*Individuals:* Government employees.

*Use:* Maintain all correspondence and information associated with the employee's claim for LTDI benefits, including initiatives such as rehabilitation, retraining, return-to-work.

*Users:* Benefits and Salary Administration Branch staff.

*Legal authority:* Regulations for the Long Term Disability Income Continuance Plan.

---

### Retired life insurance certificate

*Location:* Employee Relations Division.

*Information maintained:* Name, address, phone number, employee number, position number, birth date, retirement date.

*Individuals:* Government employees age 55 and over that are retiring directly onto pension.

*Use:* Determine whether the employee is eligible to receive the \$3,000 paid-up life insurance policy and issue the certificate.

*Users:* Benefits and Salary Administration Branch staff.

*Legal authority:* Policy of Insurance.

---

### Senior officials database

*Location:* Employee Relations Division.

*Information maintained:* Senior official salary information.

*Individuals:* Senior officials listed on Order in Council 768/93.

*Use:* Support recommendations to Executive Council.

*Users:* Public Service Commissioner's office staff and Manager, Classification and Compensation Branch.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### Senior officials/deputy ministers – Individual files

*Location:* Employee Relations Division.

*Information maintained:* Senior officials listed on Order in Council 768/93 – individual files. Contains copies of appointment orders in council, contracts, memos, letters, correspondence on salary, benefits and allowances, etc.

*Individuals:* Senior officials by name.

*Use:* Support recommendations to Executive Council.

*Users:* Public Service Commissioner's office staff and Manager, Classification and Compensation Branch.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### Settlement contracts

*Location:* Employee Relations Division.

*Information maintained:* Employee name, employee number, classification, department, settlement dates and details such as severance payment information.

*Individuals:* Employees who sign employment termination settlement agreements with the employer.

*Use:* Tracking and reporting.

*Users:* Labour Relations Branch staff.

*Legal authority:* Treasury Board Directive 05-93.

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### Procedure manuals

- Classification Manual
  - Management Benchmark Positions
-

**STAFFING, DEVELOPMENT AND HEALTH DIVISION**

The division provides leadership and expertise in staffing, development and health within the Alberta public service. It supports Alberta government departments in achieving a knowledgeable, skilled, healthy and productive workforce; safe workplaces; cost effective, fair and equitable staffing, development and health practices; and innovative and effective organizations.

**General classes or types of Information**

*Information about policies, programs and issues relating to change consulting, executive search, occupational health and safety, staff development and staffing in the Alberta public service.*

**Change consulting:**

- Better-Ways-to-do-Business Committee file
- Canadian Centre for Management Development liaison files
- Department project and liaison files
- Executive management development strategy project files
- Performance management project files
- Premier's Forum coordination files
- Workforce diversification information

**Executive search:**

- Agencies, boards and commissions liaison records
- Alberta Interchange liaison records
- Executive search consultant inventory
- Executive search inventory system operational records

**Occupational health and safety:**

- Accidents and accident prevention
- Codes of practice and guidelines
- Communicable disease and biohazards control
- Computer Health Information Program
- Health and safety training
- Health education programs
- Health testing data
- Hygiene hazards and safety standards
- Liaison activities and projects
- Occupational health liaison files
- Occupational health policies and standards
- Occupational health resource files
- Wellness
- Workplace Hazardous Materials Information System

**Staff development:**

- Confirmation lists
- Course material requirements
- Evaluations and surveys
- Participant registration forms
- Program delivery contracts
- Requests for invoice production

- Staff development leave policy
- Training calendars and brochures

**Staffing:**

- Cooperative education programs
- Delegation of staffing authority policies
- Downsizing supports and outplacement
- Entry-level clerical recruitment policy
- Exemption-from-competition policy
- Foreign recruitment
- Position abolishment guidelines
- Recruitment advertising policy
- Recruitment standards
- Redeployment/downsizing policy
- Scope-of-competition policy
- Staffing restraint program
- Staffing training and workshops
- Statistical reports on staffing activity
- Temporary long-term employees issues
- "The Bulletin" publication policy
- Wage staff hiring guidelines

**Personal information banks****Accident/Injury Tracking System**

*Location:* Occupational Health and Safety Branch.

*Information maintained:* Employee name, birth date, employee number, class title, social insurance number. Data gathered from the incident/accident investigation report completed by an employee's supervisor, relating to the occurrence of an accident/injury within the Alberta public service. The data contains a description of the accident or injury.

*Individuals:* Government employees that have been involved in an accident/injury.

*Use:* Produce statistical reports on accidents/injuries.

*Users:* Occupational Health and Safety Branch staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

**Alberta Interchange inventory**

*Location:* Executive Search Branch.

*Information maintained:* Files may contain résumés, assessment notes, meeting notes, correspondence and copies of contracts and invoices.

*Individuals:* Senior professionals, managers, senior managers, executive managers or equivalent levels, for candidates both internal and external to the government.

*Use:* Identify appropriate exchanges and keep records regarding the salary recovery process.

*Users:* Executive Search Branch, Public Service Commissioner.

*Legal authority:* Public Service Act (RSA 1980 cP-31) and interchange agreements.

**Computer Health Information System**

*Location:* Occupational Health and Safety Branch and at some government occupational health offices.



*Information maintained:* Confidential employee files relating to exposure to noise, dust, pesticides and lead. Files contain employee name, address, department, class title, birth date, social insurance number, employee number, position number.

*Individuals:* Government employees exposed to noise, asbestos, dust, lead and pesticides.

*Use:* Tracking of employee health data relating to occupational health exposure.

*Users:* Occupational Health and Safety Branch staff at Personnel Administration Office (PAO) and government health and safety personnel.

*Legal authority:* Alberta Regulations 17/84.

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### **Diagnostic and Referral Service client clinical files**

*Location:* Occupational Health and Safety Branch.

*Information maintained:* Confidential client files are maintained on each client of the diagnostic care referral services. Files contain employee name, referral date, age, birth date, classification, department, working title, business address, home address, business phone number, home phone number and employment status. They also contain clinical interview notes including documentation of diagnosis, referral for professional assistance, and consultation to human resource consultants and managers. Psychological testing records and client-related correspondence are also kept on file.

*Individuals:* Government employees and family members who have been clients of the Diagnostic and Referral Service.

*Use:* Clinical assessment, referral and consultation on behalf of the employee/client by the Diagnostic and Referral Service Consultant.

*Users:* Diagnostic and Referral Service professional clinical consultants.

*Legal authority:* Alberta Regulations 17/84.

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### **Employment enquiries**

*Location:* Staffing Branch.

*Information maintained:* Letters and enquiries from employees and the general public requesting information about employment opportunities and staffing practices. File may contain résumé information submitted as part of correspondence.

*Individuals:* Employees and the general public.

*Use:* Serves as a record of enquiries and responses to those enquiries.

*Users:* Staffing Branch and Executive Search Branch staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Executive Resource Information System**

*Location:* Executive Search Branch.

*Information maintained:* Automated component contains records which include: candidate address, education background, experience, skill specialty.

Supporting printed copy contains résumés and competition assessment information, offer letters and contracts.

*Individuals:* Internal and external applicants at the senior manager and executive manager level, or equivalent.

*Use:* An additional source of applicants to be considered during the executive search process. The system enables automated search through inventory and retrieval of data in a variety of formats.

*Users:* Executive Search Branch.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Executive Search Applicant Name Program**

*Location:* Executive Search Branch.

*Information maintained:* Applicant name and corresponding number.

*Individuals:* Applicants to executive search competitions.

*Use:* Maintain the confidentiality of executive search applicants from general users of the Alberta Personnel Information System Cross-Government (APIX).

*Users:* Executive Search Branch staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

---

### **Executive Search competition files**

*Location:* Executive Search Branch.

*Information maintained:* Files may contain classification checks, person/position profiles, interview plans, screening criteria, preliminary and final interview schedules, copies of advertisements, costs of advertisements, summary sheets for the candidates, copies of the offer letter and contracts, as well as other correspondence.

*Individuals:* Applicants to executive search competitions.

*Use:* For use in recruitment process and direct sourcing.

*Users:* Executive Search staff and selection panel members.

*Legal authority:* Public Service Act (RSA 1980 cp-31).

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### **Medical Consultant client health records**

*Location:* Occupational Health and Safety Branch.

*Information maintained:* Confidential clinical files relating to medical consultations. Files contain clinical interview notes including documentation of assessments. Patient-related correspondence is also kept on file. Data includes employee name and age.

*Individuals:* Government employees who have been patients of the Medical Consultant.

*Use:* Medical consultations on occupational health matters for departments and employees.

*Users:* Personnel Administration Office (PAO) Medical Consultant and occupational health staff.

*Legal authority:* Alberta Regulations 17/84.



### **Senior Executive Development Program**

*Location:* Staff Development Branch.

*Information maintained:* Name, classification, employee number, title, organization, mailing address, telephone number, years of experience in management, work experience, education (degree, date awarded and institution).

*Individuals:* Executive and senior managers from within the Alberta public service and equivalent level employees from other participating organizations.

*Use:* Course registration, follow-up; graduation certificates.

*Users:* Staff Development Branch staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31), Financial Administration Act (RSA 1980 cF-9).

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### **Special Placement Program**

*Location:* Staffing Branch.

*Information maintained:* Automated records which include client names, age, type of disability (if any). Printed copy files include résumés and interview notes, project descriptions, referring agencies and reference information.

*Individuals:* Individuals referred by agencies or who have applied directly to the Special Placement Program.

*Use:* Facilitate placement in work experience projects within the provincial government.

*Users:* Special Placement Program staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Staff Adjustment System**

*Location:* Staffing Branch.

*Information maintained:* Automated records which include employee name, address, education, experience, skills, salary, salary range, classification, referral restrictions, referral information. Supporting printed copy files include correspondence, résumés, information on skills and referral restrictions.

*Individuals:* Government employees whose positions have been declared surplus or abolished.

*Use:* Facilitate placement of employees affected by downsizing; serve as a record of position abolishment activity.

*Users:* Staffing Branch and designated Personnel Administration Office staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

---

### **Work Experience Program**

*Location:* Staffing Branch.

*Information maintained:* Individual files on participating students including student's age, grade level, school, phone numbers and addresses, as well as information regarding skills and the type of work experience requested. Student evaluation information including worksite location, department and work assignment evaluation.

*Individuals:* Students who have been referred to the student work experience/work study programs for placement within the provincial government.

*Use:* Facilitate referral to worksites for work experience and evaluate assignments.

*Users:* Staffing Branch staff.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Procedure manuals**

- Alberta Interchange Process Manual
- Executive Search Process Manual
- Occupational Health and Safety Program Manual and Program Descriptions
- Revolving Fund Policy and Procedures
- Staffing Manual

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## **PAO 3**

### **SYSTEMS AND PLANNING SUPPORT DIVISION**

The division is responsible for providing systems and planning support services for the Personnel Administration Office (PAO) including systems, office services, payroll/personnel and human resource planning. The Calgary office is responsible for the delivery of PAO services to clients in southern Alberta. The division provides secretariat support to the Senior Officials Transition Team of the Government Reorganization Secretariat. Special projects related to PAO program development or business planning are assigned to this division from time to time.

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### **General classes or types of information**

*Copies of correspondence initiated by the division concerning human resource systems, Calgary services or PAO internal support services. Records of various task forces or committees on which division is represented. Organizational studies or business reports prepared by or for the division.*

- Senior Officials Transition Team meeting records and correspondence

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### **Personal information banks**

#### **Absent Time Reporting System (ATRS)**

*Location:* Systems and Planning Support Division.

*Information maintained:* System contains salaried employee information such as employee number, employee name, absence and entitlement balances, dates of absences, types of absences taken.

*Individuals:* Government employees who fall under the Public Service Act.

*Use:* Statistical analysis, determination of costs of absences, absence tracking, entitlement generation and individual record access for the purpose of managing or administering personnel of the Government of Alberta.

*Users:* Designated employees of departments and the Personnel Administration Office.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Alberta Personnel Information System Cross-Government (APIX)**

*Location:* Systems and Planning Support Division.

*Information maintained:* System contains salaried and wage employee information such as name, address, employee number, salary/wage rate, working title, class, vacation balances, deductions, birth date, commencement date, gender, marital status. Also contains information relating to applicants such as applicant name and address and other information relating to the competition and exemption recruitment process.

*Individuals:* Government employees that fall under the Public Service Act, job applicants.

*Use:* Statistical analysis, individual record access for verification of status for the purpose of applicant tracking and managing or administering personnel of the Government of Alberta.

*Users:* Designated employees of departments and the Personnel Administration Office.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Supplemental UIC payments**

*Location:* Systems and Planning Support Division.

*Information maintained:* System contains information such as employee number, surname, supplemental Unemployment Insurance Commission (UIC) payment units and unit rate amount with the associated from and to date.

*Individuals:* Government employees under the Public Service Act who have taken maternity leave and are receiving supplemental UIC payments.

*Use:* Statistical analysis for the purpose of managing or administering personnel of the Government of Alberta.

*Users:* Accessed by the Employee Relations Division of the Personnel Administration Office.

*Legal authority:* Public Service Act (RSA 1980 cP-31).

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### **Procedure manuals**

*The following manuals in electronic form (Preference) are under the control of the division:*

- Benefits Administration Volume
- Class Specifications and Benchmarks
- Classification Volume
- Collective Agreement between the Government of Alberta and the Alberta Union of Provincial Employees
- Personnel Policies and Procedures Manuals

*The following manual is in printed form:*

- PAO General Staff Policies and Procedures Manual

## **HEAD**

Minister Responsible for Premier's Council on the  
Status of Persons with Disabilities  
228 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2025  
Fax: (403) 427-5582

## **ACCESS**

Freedom of Information and Privacy Coordinator  
Director, Finance and Administration  
1201 Legislature Annex  
9718 -107 Street  
Edmonton, Alberta  
T5K 1E4  
Telephone: (403) 427-1076  
Fax: (403) 427-5565

A public reading area for the review of manuals and  
other information is open weekdays from 8:15 a.m. to  
12:00 noon and 1:00 to 4:30 p.m. at 250 Garneau  
Professional Centre, 11044 - 82 Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-1076

## **Mandate**

The Premier's Council on the Status of Persons with  
Disabilities makes recommendations to the government  
on matters pertaining to the opportunity for full and  
equal participation of persons with disabilities. The  
Council conducts public meetings, liaises with  
government departments and collects and disseminates  
information.

## **Organization**

The Council is led by the Minister Responsible for the  
Premier's Council on the Status of Persons with  
Disabilities, and it has a number of members and a  
Chair. A Secretariat, with an Executive Director,  
professional and support staff, supports the Council  
and the Minister.

## **General classes or types of Information**

*Contains information on current and emerging issues  
relative to persons with disabilities including the provision  
of funding, services and programs. Includes  
communication packages and recommendations that have  
been made to government, volunteer associations, business,  
post-secondary institutions and individuals on matters  
concerning the status of persons with disabilities. General  
information includes: Assured Income for the Severely  
Handicapped (AISH), Action Plan Report Card, Alberta  
Information Network, Alternative Communications: Issues  
and Strategies for People with Alternate Communication  
Needs, Community Support Model Provincial Task Force,  
Educational Interpreter Advisory Group, and Task Force  
on Issues for Aboriginal People with Disabilities.*

## **Personal information banks**

*See Common Records*

## **Procedure manuals**

*None*



**HEAD**

Minister Responsible for the Public Affairs Bureau  
 307 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-2251  
 Fax: (403) 427-1349

**ACCESS**

Freedom of Information and Privacy Coordinator  
 12th Floor, Pacific Plaza  
 10909 Jasper Avenue  
 Edmonton, Alberta  
 T5J 3L9  
 Telephone: (403) 422-4097  
 Fax: (403) 426-5067

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the 12th Floor, 10909 Jasper Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2754

**Mandate**

The Public Affairs Bureau provides communications services to government. It assigns communications staff to departments and agencies to develop and implement communications programs, and coordinates the purchase of advertising, printing, graphic design and audio-visual services on behalf of government departments. The Bureau also operates the RITE telephone system, Queen's Printer Bookstores and the Alberta Communications Network (ACN).

**Organization**

The Public Affairs Bureau has two main divisions: Communications Planning and Consulting (Advertising Services and Communications Services) and Communications Support Services (Alberta Communications Network (ACN), Communications Technologies, Print and Graphic Design Services, Publication Services, and Regional Information Telephone Enquiries (RITE)). The Bureau is supported by a Human Resources and Administration branch.

**PAB 1****COMMUNICATIONS PLANNING AND CONSULTING**

This division has two main areas: Advertising Services and Communications Services.

**Advertising Services** consults with government clients to determine advertising needs and to ensure the quality and content of the advertising. It coordinates advertising competitions and tenders, and works with private sector advertising agencies on behalf of government departments. It also maintains ongoing contact with private sector media groups and advertising associations.

**Communications Services** provides planning and coordination for communications programs across government. It assigns on-site communications professionals to develop and implement government communications programs in departments, and offers government-wide resources for public involvement and emergency response communications.

**General classes or types of information**

*Contains information related to government advertising policies, procedures, specific advertising agencies, agency selection, planning and placement. Includes advertising requisitions, tenders and bids, purchase orders, invoices, and specific project related correspondence. Also includes information on government-wide communications, public involvement, plain language and emergency response communications.*

- Advertising files and dockets for specific projects
- Emergency response communications support (practice and actual events)
- Government-wide communications projects coordinated by the Public Affairs Bureau
- Plain language project files and reference materials
- Public involvement – Listings of facilities and resources used in initiatives across government
- Records of bids for tendered advertising projects
- Registry of active advertising agencies

**Personal information banks**

*None*

**Procedure manuals**

- Advertising Agency Selection Policy
- Plain Language Coordinators Manual

**PAB 2****COMMUNICATIONS SUPPORT SERVICES**

This division has five main areas: Alberta Communications Network (ACN), Communications Technologies, Print and Graphic Design Services, Publication Services, and Regional Information Telephone Enquiries (RITE).

The **Alberta Communications Network (ACN)** distributes government news releases and major announcements to media, government, and interested stakeholders. ACN also provides computerized fax distribution services to government clients.

**Communications Technologies** provides technical communications support to government departments and computer support to the Public Affairs Bureau. Other services include information distribution advice as well as production support for government audio-visual projects, including special events and announcements.

**Print and Graphic Design Services** consults with government departments to determine their print and graphic design requirements and advises them on the best means to produce their products. It evaluates and prequalifies private sector suppliers, administers the vendor selection process, and monitors the quality and efficiency of supplier products and services. The area also establishes design objectives and standards, including the Visual Identity Program for the Government of Alberta.

**Publication Services** publishes and sells Alberta's laws and the Alberta Gazette in keeping with the Queen's Printer Act and Regulations. It operates Queen's Printer Bookstores in Edmonton and Calgary as well as a mail-order service. It catalogues all government publications and distributes copies to a number of public library institutions. It maintains and operates the Provincial Film Library which loans films and videos to the public.

The **Regional Information Telephone Enquiries** (RITE) telephone system provides Albertans with province-wide, toll-free access to government through RITE centres in Edmonton and Calgary and through four regional RITE centres throughout the province. The area also publishes the RITE government telephone directory and inserts government listings in all provincial telephone directories.

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### **General classes or types of information**

*Contains file copies of news releases and announcements and operational files required for the running of the Alberta Communications Network. Includes information on private sector distribution services, Canada Post rates and services, and audio-visual suppliers. Also contains information relating to government print and graphic design projects including supplier selection, print and graphic design requisitions, tenders and bids, purchase orders, invoices, project related correspondence and information on specific suppliers. Includes information on pricing as well as records related to inventory and products available through the Queen's Printer Bookstores and Provincial Film Library. Also contains information required to compile government phone listings (the RITE directory and provincial directory listings) and information required to operate and maintain the RITE telephone network. See Common Records for information on internal computer systems support.*

- Acts, Statutes and Regulations for the Government of Alberta
- Alberta Communications Network operational files
- Alberta Gazette backup documents and notices for each issue
- Audio-visual production files
- Catalogue of government publications
- Departmental publications sold through the bookstores
- Distribution rates and services (Canada Post and private sector)
- Fax-on-demand files for ACN distribution
- Invoicing, order and inventory records for the bookstores
- Media listings (Alberta)
- News release file copies
- Print and graphic design project dockets (specific job records)
- Provincial Film Library order and inventory records
- Registry of active print and graphic design suppliers
- RITE network operation files
- Teleconferencing usage records for specific projects
- Telephone listings for the Government of Alberta
- Tenders and bids for print and graphic design projects
- Western Accord records for print procurement

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### **Personal information banks**

#### **Alberta Gazette – Legal name change files**

*Location:* Publication Services.

*Information maintained:* Forms required by law to request a legal name change and to have that change listed in the Alberta Gazette.

*Individuals:* Alberta citizens requesting a legal name change.

*Use:* The information is collected as required by the Change of Name Act.

*Users:* The information is disclosed only to the individual in the file and in response to official government vital statistics requests.

*Legal authority:* The Change of Name Act (RSA 1980 cC-4 s16).

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### **Procedure manuals**

- Alberta Heritage Savings Trust Fund Visual Identity Design Manual
- Audio-visual Request for Proposal Policy
- Government of Alberta Visual Identity Program Manual
- Print and Graphic Design Purchasing Policies

**HUMAN RESOURCES AND ADMINISTRATION**

This area provides human resources, financial and administrative services to the Public Affairs Bureau.

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**General classes or types of information**

*See Common Records*

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

*None*



**HEAD**

Minister of Public Works, Supply and Services  
 420 Legislature Building  
 10800 - 97 Avenue  
 Edmonton, Alberta  
 T5K 2B6  
 Telephone: (403) 427-3666  
 Fax: (403) 427-3649

**ACCESS**

Freedom of Information and Privacy Coordinator  
 3rd Floor, 6950 - 113 Street  
 Edmonton, Alberta  
 T6H 5V7  
 Telephone: (403) 427-4967  
 Fax: (403) 422-9754

A public reading area is available for the review of manuals and other information weekdays during regular business hours (8:15 a.m. to 4:30 p.m.) at 6950 - 113 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-7988

**Mandate**

The mandate of Public Works, Supply and Services (PWSS) is to provide common services required by, and on behalf of, other government departments in the core business areas of property development, property management, information technology and supply.

**Organization**

The department has three main organizational units that report to the Deputy Minister: Property Development; Property Management; and Information Technology and Supply. These units are supported by Finance and Administration, Human Resources, and Communications. The department provides services to other government departments, boards and agencies through its main offices in Edmonton, with subsidiary offices in Calgary. Facility management, operation and maintenance services are provided to all government facilities throughout the province.

**PWSS 1****PROPERTY DEVELOPMENT**

Property Development's mandate is to plan and allocate office and warehouse space; provide approved government space needs and services by capital construction or purchase; coordinate design and construction activities related to upgrading of senior citizens' lodges, hospitals, nursing homes and health

unit projects administered either directly by the department or through outside boards and agencies; manage the design and construction of major dams and reservoirs; provide professional and technical advice in the design, evaluation and maintenance of government funded facilities and project management services; provide integrated management of cost planning and cost control of the department's capital construction program; provide complete tender administration services for capital projects; provide advisory services to departments, boards, agencies and commissions; and manage Air Transportation Services.

**General classes or types of Information**

*Contains information on planning and allocation of general purpose office and warehouse space; planning, design and carrying out of construction projects and tenant improvements including specifications and standards, pre-qualification of contractors; consultant and construction contracts; budgeting, cost planning and control for government funded projects; statistical data on health facilities, civil projects and owned and leased buildings; facility maintenance and performance evaluations; space and land requests; furniture requests and acquisitions; and operation and maintenance of air fleet operations.*

- Accommodation planning – Requests for accommodation; planning and allocation
- Air Transportation – Flight logs and manifests; aircraft maintenance records; parts inventory; contracts with suppliers, maintenance companies and pilots
- Barrier free access and building codes
- Capital budgeting – Project submissions
- Capital projects tender administration and support – Original construction tenders; contract documents; original capital projects; original project drawings, including shop drawings and as-built specifications; original tender cost analysis
- Commissioning of building systems
- Construction specifications
- Corporate capital project planning
- Corporate résumés – Consultants, contractors, cost consultants
- Cost planning and control – Building lease studies; cost benefit analyses; life cycle costing and cost alternatives; cost studies on various facility operations; estimates; reference guides on construction work prices; construction market condition reports
- Facility/site plans, drawings and photographs
- Furniture and design standards
- Health care facilities – Costing; contracts with cost consultants; local responsibility costs; project cost monitoring and reporting
- Land and accommodation projects – Audits of property and facility utilization; proposals for use or disposal of land and facilities

- Land records – Inventory of Crown property; land planning, use and management, including agreements
- Master capital project specifications
- Project records – Project approvals; project management; design; tenders; consultant contracts; construction contracts; contract construction claims administration
- Project support services – Furnishings and equipment; site development; budget and costing
- Property inventories – Facilities; land

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## Personal information banks

### Parking Inventory System

*Location:* Property Inventory Branch Operations.

*Information maintained:* Name, employee number, position number, position type, job classification, licence plate number, parking request type.

*Individuals:* Government employees and non-government users.

*Use:* Allocate parking stalls and bill non-government users.

*Users:* Accommodation planners, departmental parking contacts and accounting staff.

*Legal authority:* Government Organization Act, including Schedule 12.

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## Procedure manuals

- Acoustics in Recreation Facilities – Design Guidelines
- Acoustical and Security Requirements for Secure Interview Rooms in Court Facilities
- Aircraft Standard Operating Procedures Manual
- Air Transportation Services – Emergency Response Manual
- Air Transportation Services – Maintenance Control Manual
- Air Transportation Services – Operating Manual
- Asbestos Removal Procedures
- Colour Coding Requirements for Mechanical and Electrical Systems
- Data Wiring Standard
- Design Requirements for Buildings (Red Book)
- Electronic Office Design Guide
- Electronic Management Control System (EMCS) Standard for Logical Point Mnemonics
- General Procedures for All Hazardous Materials
- Project Commissioning – Design Consultant Requirements, Fine Tuning Guidelines, Performance Testing Requirements, Scope and Process
- Senior Citizen Lodge Upgrading Program Standards (White Book)
- Space and Cost Guidelines
- Technical Bulletins Manual
- Technical Criteria for Detention and Correction Facilities (Green Book)

- Technical Design Guidelines for Health Care Facilities (Blue Book)

## PWSS 2

## PROPERTY MANAGEMENT

Property Management's mandate is to provide or coordinate facility management services, maintenance planning, evaluation reports, inspection services, and preventive maintenance systems for government owned facilities; acquire and administer leased space for all government departments and Alberta Treasury Branches; administer sublease arrangements for the Alberta Liquor Control Board; acquire and dispose of land; and administer the Crown lands acquired for the Edmonton and Calgary Transportation and Utility Corridor reservoir projects and for construction projects.

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### General classes or types of information

*Contains information on all activities required for: acquisition and disposal of properties, operation and maintenance of all government owned facilities, property management agreements, leased space agreements and administration, and land administration.*

- General administration (not specific to an individual facility) – Cafeteria policies and standards, emergency security systems, environmental concerns
- Inspection services
- Investigations and evaluations
- Land planning, use and management – Surveys, site drawings, legal, contracts, finance
- Land purchases and sales – Property appraisals; offer to purchase/sell properties; transfer of land (deeds/titles)
- Leased space (site/building specific)
- Maintenance planning
- Operating and maintenance:
  - Architectural, structural and interior finishes – Building envelope, outside doors and other barriers, carpet and floor finishes, interior decorations, signs
  - Caretaking – Waste paper recycling; cleaning of windows, drapes and furniture
  - Gardens – Atriums, pest control
  - Grounds – Landscaping, snow removal, parking lots
  - Loss prevention (fire/security/safety systems) – Building code compliance, upgrading, access control systems, fire alarm systems, fire extinguisher/sprinkler systems
  - Mechanical/electrical systems – Heating/ventilation/air conditioning (HVAC), elevators, building management control systems, wastewater treatment
  - Utilities – Power, water and sewage, fuel oil, gas, steam, boiler/pressure vessels
- Preventive maintenance

- Property management agreements – Service; minor works; private firms – legal, contracts, finance
- Restricted Development Areas
- Supplier proposals, legal, contractual, financial documents relating to leased space agreements

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### Personal information banks

#### Land planning management

*Location:* Transportation and Utilities Corridor Section.

*Information maintained:* Name, address and property information.

*Individuals:* Individuals occupying land in Restricted Development Areas.

*Use:* Accounting and land management purposes and as a record of actual and planned land use.

*Users:* Land and leasing management, capital project management, in-house technical resources and accounting staff.

*Legal authority:* Government Organization Act, including Schedule 12.

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#### Lease inventory

*Location:* Leasing Branch.

*Information maintained:* Name and address.

*Individuals:* Leased facility owners.

*Use:* Accounting purposes and the administration of the leased space.

*Users:* Leasing managers and administrators, land planners and accounting staff.

*Legal authority:* Government Organization Act, including Schedule 12.

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#### Property management agreements with sole proprietors

*Location:* Business Information Systems Branch.

*Information maintained:* Name, address and telephone number.

*Individuals:* Business owners or operators carrying out property management of government owned facilities.

*Use:* Accounting purposes and contract administration.

*Users:* Facilities management and accounting staff.

*Legal authority:* Government Organization Act, including Schedule 12.

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### Procedure manuals

- Property Management Contract Master Specifications
- Operating and Maintenance, and Preventive Maintenance
- Water Treatment Program

### INFORMATION TECHNOLOGY AND SUPPLY

Information Technology and Supply's mandate is to facilitate effective government-wide management and use of information technology; manage the procurement of supplies for the government; administer the government's Records Management Program; coordinate telecommunications services; and support implementation and operation of the Freedom of Information and Protection of Privacy Program for all government departments, boards and agencies.

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#### General classes or types of information

*Contains information on government department requisitions, tenders, purchase orders and contracts for goods and development of information technology systems ordered through the central procurement agency; operations and contracts for central services (courier and surplus sales); operations and maintenance of computing centres and records centres; government-wide information management and technology policies, planning, recommendations, and guidelines; telecommunications systems planning, guidelines, implementation, operation and maintenance; operation of mobile radio service; Freedom of Information and Protection of Privacy policy and services; and Alberta Records Management Committee administration.*

- Central Courier operations – Contracts with private carriers
- Computing Centre operations – Data, software and technology support; contracts with suppliers
- Freedom of Information and Protection of Privacy policy, advice and training
- Information management and privacy – Records and information management policy, advice and training; Alberta Records Management Committee records schedules
- Information technology services – Department requests, tenders or request for proposals, contracts and purchase orders
- Purchasing of goods – Purchase requisitions, tenders purchase orders
- Records Centre operations
- Standing Offers – Goods and equipment rentals used by government departments; tenders, awards, Standing Offer agreements
- Strategic information technology planning and architecture
- Supplier Development – Contract administration of operation of the Open Bidding Service (OBS) bulletin board; product standards and specifications; internal trade barrier reduction for government procurement; environmentally responsible procurement practices
- Surplus Sales operations – Declaring officers, surplus sales declarations, sale and disposal of surplus items, contracts with auctioneer firms



- Telecommunications – Strategic and project planning and management; competitive procurement documents; requests for service and vendor orders; contracts and leases; inventory of assets; network management operational reports

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#### **Personal information banks**

*None*

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#### **Procedure manuals**

- Acquisition of Electronic Data Processing/Word Processing Equipment and Services Users' Guide
- Administrative Records Disposition Authority (ARDA)
- Alberta Government Employee Relocation Conditions and Procedures Manual
- Alberta Government Employee Relocation – Instructions to Carriers
- Alberta Government Systems Inventory
- Alberta Records Management Program Pamphlet
- Courier Service Manual and Mailing List
- Disaster Planning for Government of Alberta Records
- Electronic Data Interchange (EDI) User Guide
- Electronic Data Processing (EDP) Practices and Guidelines
- Guidelines for General Service Contracting with the Private Sector
- Hotel Directory – Instruction Set for Alberta Government Employees
- How to Use the Alberta Records Centre
- Policy and Procedure for Commercialization of Government Owned Software
- Procurement Policy on Environmentally Responsible Products
- Purchasing Surplus Material from the Government of Alberta
- PWSS Environmental Principles
- PWSS Standard Specifications
- PWSS Welcome to the Open Bidding Service (OBS)
- The Records Disposition Process in the Government of Alberta
- Records Management Policy
- Revolving Fund Rates and Schedules
- Security of Microcomputer Systems
- Surplus Material Information for User Departments
- User's Guide for Acquisition of Electronic Data Processing/Word Processing Consulting/System Development

development, occupational health and safety, employee relations and payroll administration support to department; and provide communications counsel and production services and assist in addressing internal and external communications needs.

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#### **General classes or types of Information**

*Contains administrative information regarding finance, general administration, business planning, information technology, human resource management and communications (see Common Records).*

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#### **Personal information banks**

*See Common Records*

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#### **Procedure manuals**

- Administrative Policy and Procedures
- Delegation of Responsibility and Signing Authority Document
- Financial Control Standards for the Departmental Financial System
- Financial Review Guidelines for Public Works, Supply and Services
- User's Guide to the Billing System

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#### **PWSS 4**

### **FINANCE AND ADMINISTRATION, HUMAN RESOURCES, AND COMMUNICATIONS**

These areas provide financial, administrative and information technology services to the department; provide staffing, job classification, human resource

## HEAD

Minister Responsible for Science and Research  
423 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2294  
Fax: (403) 427-5366

## ACCESS

Freedom of Information and Privacy Coordinator  
Director, Finance and Administration  
1201 Legislature Annex  
9718 - 107 Street  
Edmonton, Alberta  
T5K 1E4  
Telephone: (403) 427-1076  
Fax: (403) 427-5565

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 to 4:30 p.m. at the Alberta Research Council Building, 250 Karl Clark Road, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-1076

## Mandate

As the senior science and research body of the government, the Authority's mandate is to identify strategic priorities in science and research; coordinate and rationalize research and development programs, organizations and funding provided by the Province of Alberta; and respond to a range of science and technology policy matters. The purpose is to increase accountability and ensure an improved return on the government's research investment.

## Organization

The Authority is led by the Minister Responsible for Science and Research, and it has a Board of Management. A Secretariat, with a director and professional support staff, supports the Board and the Minister.

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## General classes or types of information

*Contains information on scientific activities of Alberta government departments, provincial, national and international companies and organizations; and policies regarding scientific activities.*

- Government of Alberta scientific portfolios
- Scientific policies and plans
- Scientific research initiatives (worldwide)
- Scientific research projects

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## Personal information banks

### Alberta Women in Science and Technology

*Location:* Science and Research Authority.

*Information maintained:* Name, address, phone number, current employment, career history, educational and professional descriptions, board/council/association membership, contribution to science.

*Individuals:* Women in science.

*Use:* Published as a directory.

*Users:* Public, Authority staff.

*Legal authority:* Premier's Council on Science and Technology Act (SA 1990 cD-14.2).

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## Procedure manuals

*None*

## **HEAD**

Chairman  
18th Floor, Phipps-McKinnon Building  
10020 - 101A Avenue  
Edmonton, Alberta  
T5J 3G2  
Telephone: (403) 427-2444  
Fax: (403) 427-5798

## **ACCESS**

Freedom of Information and Privacy Coordinator  
18th Floor, Phipps-McKinnon Building  
10020 - 101A Avenue  
Edmonton, Alberta  
T5J 3G2  
Telephone: (403) 427-2444  
Fax: (403) 427-5798

A public reading area for the review of Board decisions and other information (subject to provisions in the Freedom of Information and Protection of Privacy Act) is open weekdays from 8:15 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at the Surface Rights Board/Land Compensation Board Library, 18th Floor, 10020 - 101A Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2444

## **Mandate**

The Surface Rights Board is responsible to provide for acquisition of privately or publicly held lands in Alberta by oil and gas and power transmission companies and to set full and fair compensation for such takings as provided for in the Surface Rights Act (SA 1983 cS-27.1).

## **Organization**

The Surface Rights Board is comprised of five members and an administrative staff. Of the five members, one is appointed Chairman and one is appointed Vice-Chairman. The administrative staff is headed by the Secretary who is responsible for carrying out the business of the Board as directed under the Surface Rights Act. Administrative staff of the Surface Rights Board are common to that of the Land Compensation Board.

## **General classes or types of information**

*Contains information on all aspects of various types of surface rights applications before the Board including certificates of title, completed application forms, statutory declarations, printed material, correspondence, photographs, plans of survey and exhibits.*

- Appeals of Board orders
- Case files
- Computer records tracking system
- Decisions issued
- Hearings scheduled
- Law case history
- Maps
- Orders issued

## **Personal information banks**

### **Applicant/respondent and case file cross-reference system**

*Location:* Surface Rights Board/Land Compensation Board.

*Information maintained:* Names and related application case file numbers.

*Individuals:* Current parties to any open application before the Surface Rights Board and/or the Land Compensation Board.

*Use:* Locate case files in respect of applications made to the Boards.

*Users:* Surface Rights Board/Land Compensation Board staff.

*Legal authority:* Surface Rights Act (SA 1983 cS-27.1) and Expropriation Act (RSA 1980 cE-16).

## **Procedure manuals**

*None*



**HEAD**

Executive Director  
500, 11010 - 142 Street NW  
Edmonton, Alberta  
T5N 2R1  
Telephone: (403) 453-4407  
Fax: (403) 452-3547  
Toll free: 1-800-661-9582

**ACCESS**

Freedom of Information and Privacy Coordinator  
500, 11010 - 142 Street NW  
Edmonton, Alberta  
T5N 2R1  
Telephone: (403) 453-4409  
Fax: (403) 452-3547  
Toll free: 1-800-661-9582

A public reading area for the review of manuals and other information is open weekdays from 8:30 a.m. to 4:30 p.m. at 500, 11010 - 142 Street NW, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 451-4166  
Toll free: 1-800-661-9582

**Mandate**

The Teachers' Retirement Fund provides retirement benefits and asset management for the teachers of Alberta, pension plan members, and retired teachers.

**Organization**

The Teachers' Retirement Fund has five work units: Administration, Financial Services, Information Services, Investments, and Plan Member Services. All units report directly to the Executive Director and are located in the Edmonton office.

The Board of Administrators of the Teachers' Retirement Fund is a corporation established under the Teachers' Retirement Fund Act. There are six members of the Board of Administrators that are appointed under the act.

**General classes or types of information**

*Contains records relating to administration, delivery of benefits, finance and investment. Information on Teachers' Retirement Fund plan members is maintained on paper and electronically.*

- Investment – General
- Policy and procedure files

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**Personal information banks****Plan member files**

*Location:* Teachers' Retirement Fund.

*Information maintained:* Name, service history, social insurance number, salary, address, marital status, sex, date of birth, beneficiary information, general correspondence, amount of pension, applicable deductions, other pertinent data.

*Individuals:* Teachers and pensioners.

*Use:* Determine benefit entitlements, analysis of information, aggregate data used in answering information requests, preparing summaries for management and planning purposes.

*Users:* Teachers' Retirement Fund staff.

*Legal authority:* Teachers' Retirement Fund Act.

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**Procedure manuals**

- Employer Procedure Manual
- Investment Policy and Guidelines
- Records Management Manual
- Teachers' Retirement Fund Board Guidelines

## HEAD

Minister of Transportation and Utilities  
425 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-2080  
Fax: (403) 422-2722

## ACCESS

Freedom of Information and Privacy Coordinator  
Library and Records Services  
2nd Floor, 4999 - 98 Avenue  
Edmonton, Alberta  
T6B 2X3  
Telephone: (403) 427-0040  
Fax: (403) 422-0638

A public reading area for the review of manuals and other information is open weekdays from 8:15 a.m. to 4:30 p.m. at the departmental library, 1st Floor, 4999 - 98 Avenue, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-2731

## Mandate

The mission of Alberta Transportation and Utilities is to ensure that Albertans are served by a safe, efficient transportation system and essential utility services necessary for a prosperous economy and a good quality of life at an affordable cost.

## Organization

Alberta Transportation and Utilities has four divisions and operates regional offices, district offices, repair shops, and maintenance shops located throughout the province. The department is also responsible for some provincial airports, ferries and rest areas.

The Motor Transport Board/Services also reports to the department and is composed of district offices and vehicle inspection stations.

## TU 1

## ADMINISTRATION DIVISION

The Administration Division provides the following services:

- provides administrative support services necessary for the delivery of departmental programs;
- provides fleet, materials and shop services, supporting the department's operations; and

- provides policy development and standards for land acquisition and management, and monitors the property administration process.

The Administration Division consists of five program areas: Equipment, Supply and Services; Finance and Office Services; Information Systems; Personnel; and Property Services.

## General classes or types of information

*The operational records maintained relate to the department's fleet and materials, fleet management services to other provincial government departments, as well as land related issues.*

- Bylaws
- Expropriation
- Fleet management
- Future development
- Indian reserves/Metis Settlements
- Land
- Local authorities
- Realty
- Restricted Development Areas
- Specifications – Tools/vehicles
- Taxes

## Personal information banks

### Airports

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses and purchase/sold price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

### Appraisals

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Legal document, names, addresses, appraised value of the land, copies of certificates of titles, purchase price, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Identify value of department owned land and future property interests.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Expropriation Act (RSA 1980 E-16).

### **Approach roads**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses and selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Automated Land Information System (ALIS)**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Client information, names, addresses, home/business telephone numbers, status (lease, own or caretaker), lease rental rates, tax status (who pays taxes, how much), tax assessment, acquisition, prices, copies of certificates of titles, land interests.

*Individuals:* Individuals and/or companies and local authorities.

*Use:* Monitor functions related to buying, selling and maintaining department owned land.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Contracts – Personal service**

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Personal service contracts, names, addresses, telephone numbers, value, résumés, insurance information, Workers' Compensation Board information.

*Individuals:* Individuals and/or companies providing contractual services.

*Use:* Ensure contract requirements are met.

*Users:* Equipment, Supply and Services management staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **District roads**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchasing price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

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*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Executive Fleet Management System (EFMS)**

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Names of individual users and departments, licence numbers, rental, names, fuel, work order charges and contracts.

*Individuals:* Eligible government, board and agency officials.

*Use:* Track expenses and maintain records of fleet users.

*Users:* Various government departments and agencies.

*Legal authority:* Treasury Board Directives 05/88 and 06/88.

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### **Future development**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for future road purposes.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Highways Development Act (RSA 1980 P-28).

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### **General roads**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, telephone numbers, financial land transactions.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Indian reserves**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy land that the department requires for road construction through Indian reserves.

*Users:* Department staff.

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*Legal authority:* Government Organization Act (SA 1994 G-8.5); Indian Act (Federal).

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### **Land inventory**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Report on department owned land identifying parcels of land, acquired price and date.

*Individuals:* Department staff.

*Use:* Maintain a listing of the department's land.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Main highways**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for main highway construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Highways Development Act (RSA 1980 P-28).

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### **Metis Settlements**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of title, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction through Metis Settlements.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Metis Settlements Act (SA 1990 M-14.3).

---

### **Park roads**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Plans**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Plans, maps, names, addresses, land locations, duplicate certificates of titles, sometimes purchase price.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Duplicate titles re-issued by Land Titles office.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Land Titles Act (RSA 1980 L-5).

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### **Railways**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Sales**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Sell land surplus to the department's requirements.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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### **Secondary roads**

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Agreements, names, addresses, selling/purchase price, copies of certificates of titles, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

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## Service agreements

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Third party information.

*Individuals:* Suppliers of services.

*Use:* Ensure that branch policies are adhered to.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

## Shop equipment and tools

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Employee's personal tool inventory listing.

*Individuals:* Tradespersons and apprentices.

*Use:* Maintain records of employee's tools.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

## Special Areas

*Location:* Property Services Branch; Regional Offices.

*Information maintained:* Copies of certificates of titles, names, addresses, general correspondence.

*Individuals:* Individuals and/or companies with an interest in the land.

*Use:* Buy or sell land that the department requires for road construction.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Public Works Act (RSA 1980 P-38); Surveys Act (SA 1987 S-29.1); Land Titles Act (RSA 1980 L-5).

## Vehicle Credit Card System (VCCS)

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Credit card information, account numbers, driver's name, vehicle licence identification.

*Individuals:* Users of fleet vehicles.

*Use:* Protect the individual's identity and prevent credit card fraud.

*Users:* Various government departments and agencies.

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Direct Purchase Order (D.P.O.) Regulations.

## Vehicle Inventory Management System (VIMS)

*Location:* Equipment, Supply and Services Branch.

*Information maintained:* Names of fleet users, vehicle coordinators' names, licence numbers.

*Individuals:* Fleet users.

*Use:* Protect identification of fleet users for security purposes.

*Users:* Various government departments and agencies.

*Legal authority:* Treasury Board Directive 10/79.

## Procedure manuals

*None*

### TU 2

## ENGINEERING DIVISION

The Engineering Division provides engineering, contract administration and research standards and services in support of departmental construction, maintenance and other programs, and the delivery of the department's major bridge construction programs.

The Engineering Division consists of three program areas: Bridge Engineering, Contracts Engineering, and Roadway Engineering.

## General classes or types of information

*Contains engineering records for the province's transportation system.*

- Aggregate (gravel)
- Airports
- Bridge design standards and specifications
- Bridge inspection and testing of material
- Bridge planning, construction and maintenance
- Bridge site files
- Canadian Strategic Highway Research Program
- Construction material
- Construction survey equipment
- Contract administration and payments
- Contract preparation, approval and tender dates
- Contracts and specifications
- Culverts
- Engineering consultants
- Environmental affairs
- Equipment rental rates
- Equipment reports
- Flood damage reports
- Global positioning system
- High load corridor
- Highway and inter-sectional plans
- Highway lighting
- Highway/road files
- Intelligent Vehicle Highway System
- Local authorities
- Maintenance improvements
- Materials improvements
- Pavement performance
- Plan profiles
- Primary Highway Designation System
- Railways/railway crossings
- Safety
- Signing
- Special investigations
- Speed limits
- Standards and specifications
- Surface water
- Technical files

- Technology transfer
- Tender documents
- Township diagrams
- Utility companies
- Vehicle inspection stations/mobile inspection stations

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### Personal information banks

#### Bridge construction/maintenance contracts

*Location:* Bridge Engineering Branch.

*Information maintained:* Individuals' names: company directors, project engineers, project superintendents.

*Individuals:* Bridge engineering staff and individual project contractors.

*Use:* Consultant agreements relating to bridge engineering business.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

#### Highways (collisions)

*Location:* Roadway Engineering Branch.

*Information maintained:* Specifics of vehicle collisions such as names, dates, addresses, birth dates of drivers involved in vehicle collisions.

*Individuals:* Drivers and pedestrians involved in traffic collisions.

*Use:* Evaluate traffic and highway improvements.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

#### Highways (traffic signal control)

*Location:* Roadway Engineering Branch.

*Information maintained:* Bid prices for contracts on installation and maintenance of traffic signals.

*Individuals:* Contractors.

*Use:* Internal estimating.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

---

#### Land locations

*Location:* Roadway Engineering Branch.

*Information maintained:* Names, addresses, telephone numbers of land owners, royalty payments, caveats, easements and boundaries of land parcels.

*Individuals:* Land owners, project managers, department staff, lawyers for land owners, contractors.

*Use:* Determine quantities of aggregate, ownership of the land, boundaries of the land and maintenance and reclamation of the land.

*Users:* Department staff, lawyers.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

#### Railway crossings (collisions)

*Location:* Roadway Engineering Branch.

*Information maintained:* Specifics of vehicle/train collisions, names, dates, addresses, birth dates pertaining to individuals involved in vehicle/train collisions.

*Individuals:* Drivers involved in railway crossing collisions.

*Use:* Evaluate railway crossing safety.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy s32(c).

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### Procedure manuals

- Access Management Guidelines for Rural Roads in Alberta
- Alberta Highway Signing
- Asphalt Concrete Pavement Manual (MEB 3)
- Bridge Construction Inspection Manual
- Bridge Foreman's Handbook
- Bridge Inspection and Maintenance System – Inspection Manual
- Cement Stabilized Base Course (MEB 5)
- Conservation and Reclamation Guidelines for Borrow Operations
- Concrete (MEB 6)
- Contract Administration Manual
- Culvert Study
- Engineering Consultant Standards for Municipally Administered Secondary Highways
- Fish Habitat Protection Guidelines for Stream Crossing
- A Guide to Electronic Surveying and Data Management
- Guidelines for Bridge Operations
- Guidelines for Bridge Structures – Standards, Approval and Design
- Guidelines for Standard Specifications for Highway and Airport Construction
- Highway Geometric Design Guide
- Materials (MEB 1)
- Nuclear Testing Equipment (MEB 4)
- An Outline of Procedures for Hiring Engineering Consultants
- Procedures for Receiving, Opening and Validating Tenders and Recommendations for Acceptance
- Schedule of Signs
- Standard Fencing Options
- Standard Highway Construction Drawings
- Survey Manual
- Tests and Procedures (MEB 2)
- Traffic Control Standards
- Transportation Laboratory Test (MEB 8)
- Vehicle Inspection Stations – Construction and Maintenance Program Report



## PLANNING AND DEVELOPMENT DIVISION

The Planning and Development Division provides policy advice on all modes of transportation and departmental programs; develops plans for improvements to the highway system which enhance safety, efficiency and cost effectiveness for highway users; delivers programs to cities which help ensure that Alberta is served by an efficient, integrated (rural-urban) transportation system; and delivers rural utilities programs which help make installations for natural gas and electricity affordable in agricultural and rural areas. The division also delivers the Canada/Alberta Infrastructure Works Program.

The Planning and Development Division consists of three program areas: Policy; Planning; and Rural Utilities and National Infrastructure.

### General classes or types of information

*These records reflect the transportation infrastructure programs and services. The area also holds the records for the province's innovative transportation program developments and partnerships.*

- Alberta Cities Transportation Partnership Program
- Barrier free transportation
- Gas balancing and measurement
- Gas franchise and as-built maps
- Gas pricing
- Gas purchase sale contracts
- Highway/road files
- Mosaic and aerial photos
- Primary and secondary highway plans
- Public transit operating for the disabled
- Remote Area Heating Allowance Program files
- Roadside and highway crossing development
- Rural Electric Incorporation files
- Rural Gas Co-ops
- Rural Water Incorporation Program files
- Strategic and program planning
- Traffic counts
- Transportation infrastructure and services
- Transportation projects by sector

*Some of the subjects in the above listing may also be found at the Regional and District Offices.*

### Personal information banks

#### Alberta Urban Geometric Design Standard supplements

*Location:* Planning Branch.

*Information maintained:* Name, organization, department, branch, title and mailing address.

*Individuals:* Design engineers, technicians and consultants.

*Use:* Provide updated information on Alberta Urban Geometric Design Standards.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

#### Clean Air Strategic Alliance stakeholders

*Location:* Planning Branch.

*Information maintained:* Name, title, organization, business address, telephone number and fax number.

*Individuals:* Various resource people from government, industry and other interested agencies, who could advise on air quality policies.

*Use:* Establish standards, regulations, etc., dealing with air quality.

*Users:* Department staff, other provincial and federal government departments, and transportation-related trade organizations and associations.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

#### Construction – Cash

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, legal land descriptions, cost of service and cash payments received.

*Individuals:* Residents of Alberta who have qualified for assistance through the Rural Electrification Program.

*Use:* Maintain correspondence, site maps and supporting documentation pertinent to the installation of electrical services where no loan is required; accounting activities, reconciliations of financial records, statistics.

*Users:* Department staff, Rural Electrification Associations (REAs), power companies.

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Utilities Act (SA 1985 R-21).

#### Co-Op – General

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, land descriptions, discharge notices, and notices of outstanding liens sent to Crown Debt for collection.

*Individuals:* Residents of Alberta's rural districts who are members of Rural Gas Co-ops.

*Use:* Provide accurate and timely documentation regarding lien note discharges and action being taken to collect outstanding lien notes by financial agencies.

*Users:* Department staff, Crown Debt Collections staff, financial institutions, Land Titles staff.

*Legal authority:* Rural Gas Act (SA 1994 R-19.1); Rural Utilities Act (SA 1985 R-21); Gas Utilities Act (RSA 1980 G-4).

### **Cost statements – Individual service**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, construction costs of electrical installations, loan amounts and down payments, legal descriptions.

*Individuals:* Residents of rural Alberta who have qualified under the Rural Electrification Program.

*Use:* Maintain case file records (by Rural Electrification Associations) of estimated cost to actual cost of installation.

*Users:* Department staff, power companies; Rural Electrification Associations (REAs).

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17).

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### **Easements – General**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Correspondence regarding land title information, utility right-of-way (URWs), easement information required prior to construction of individual gas services in rural gas distribution districts.

*Individuals:* Residents of Alberta who are members of Rural Gas Co-ops and who meet the stipulations outlined in policies and regulations regarding farm installations.

*Use:* Verify utility right-of way and other pertinent land title information.

*Users:* Department staff, Rural Gas Co-op staff, Land Titles staff.

*Legal authority:* Gas Utilities Act (RSA 1980 G-4); Rural Gas Act (SA 1994 R-19.1); Rural Utilities Act (SA 1985 R-21).

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### **Lien notes and loan agreements**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, telephone numbers.

*Individuals:* Residents of rural Alberta who have qualified for financial assistance under the Rural Electrification Program.

*Use:* Lien notes and loan agreements are held until the accounts have been paid out.

*Users:* Department staff.

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17); Rural Utilities Act (SA 1985 R-21).

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### **Loans – Collections**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, telephone numbers and outstanding amounts owing on loans given to individuals for the installation of electric service in rural districts.

*Individuals:* Persons defaulting on loan payments.

*Use:* Collect outstanding arrears by the lending agency or through Crown Debt Collections (Treasury).

*Users:* Department staff, Crown Debt Collections.

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17); Rural Utilities Act (SA 1985 R-21).

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### **Loans – Construction**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, legal land descriptions, cost of construction, loan amount approved and effective dates.

*Individuals:* Residents of rural Alberta and land owners who have met the criteria as rural (farm) for the installation of electrical services.

*Use:* Maintain completed applications, correspondence, site maps and other relevant documentation pertinent to the installation of electrical services.

*Users:* Department staff, power companies, Rural Electrification Associations (REAs), other lending institutions.

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17); Rural Utilities Act (SA 1985 R-21).

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### **Loans – Guaranteed**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, land descriptions, loan number(s), rural gas distributor name, dates.

*Individuals:* Residents of rural Alberta who qualify for installation of gas services under the Rural Gas Program.

*Use:* Maintain cross-reference loan number with individual(s), identify land location.

*Users:* Department staff, Rural Gas Co-op staff, financial institutions, Crown Debt Collections.

*Legal authority:* Gas Utilities Act (RSA 1980 G-4); Rural Gas Act (SA 1994 R-19.1); Rural Utilities Act (RSA 1985 R-21).

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### **Loans – Individual service**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Applications for service installation, correspondence to/from individuals and Rural Electrification Associations (REAs), loan and lien note applications, legal descriptions, loan amounts and payment records, credit rating.

*Individuals:* Residents/owners of property in rural Alberta who qualify for assistance through Rural Electric Services.

*Use:* Maintain record of applications, cost of installation, loan approvals and repayment history.

*Users:* Department staff, power companies, financial institutions, Rural Electrification Associations (REAs).

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17); Rural Utilities Act (SA 1985 R-21).

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### **Open house participants**

*Location:* Planning Branch.

*Information maintained:* Names, addresses, telephone numbers of general public and other interested parties attending open houses.

*Individuals:* General public, companies.

*Use:* Involve general public and other interested parties in the planning process regarding the improvement and building of roadways.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Refund studies**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, legal land descriptions, amounts paid by individuals for installation of electrical services (either cash or loan), actual costs and calculations of any refunds applicable for forwarding to individuals or to be applied against outstanding loan balances.

*Individuals:* Residents of rural Alberta who qualified under the Rural Electrification Program.

*Use:* Determine which individual accounts paid over the actual cost of construction and installation and forward applicable refunds to/on behalf of those individual accounts.

*Users:* Department staff, power companies, Rural Electrification Associations (REAs).

*Legal authority:* Rural Electrification Loan Act (RSA 1980 R-18); Rural Electrification Long-Term Financing Act (RSA 1980 R-17); Rural Utilities Act (SA 1985 R-21).

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### **Remote Area Heating Allowance applicants**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, telephone numbers, copies/originals of invoices for heating fuel, applications for rebate, and correspondence indicating rebate amounts.

*Individuals:* Residential, farm and small business consumers who must purchase alternate heating fuels because natural gas is not available to them at reasonable costs.

*Use:* Determine of rebate eligibility.

*Users:* Department staff.

*Legal authority:* Natural Gas Rebates Act (RSA 1980 N-5).

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### **Traffic data statistics**

*Location:* Planning Branch.

*Information maintained:* Names, addresses of persons questioned during traffic surveys, which is required for traffic statistics and surveys.

*Individuals:* General public.

*Use:* Maintain current traffic volume statistics for planning of new and upgraded roadways.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Utility distributor – General**

*Location:* Rural Utilities and National Infrastructure Branch.

*Information maintained:* Names, addresses, telephone numbers, land descriptions; may also include notices of utility service termination due to non-payment of bills and reconnection fees, details of payments and forms of billing to distributor's individual customers.

*Individuals:* Residents of rural Alberta who are members of Rural Gas Co-ops and qualify for the installation as per policies and regulations.

*Use:* Maintain records regarding commencement, termination (as a result of sale/non-payment/other), change of address, phone number, metering device location, billing method (straight charge or equal payment), meter readings.

*Users:* Department staff, rural distributor staff.

*Legal authority:* Gas Utilities Act (RSA 1980 G-4); Rural Gas Act (SA 1994 R-19.1); Rural Utilities Act (SA 1985 R-21).

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### **Procedure manuals**

- Alberta Cities Transportation Partnership – Administrative Procedures
- Department Policy Manual
- Propane and Heating Oil – Remote Area Heating Allowance Program
- Rural Gas Program Manual
- Technical Standards and Specifications Manual for Rural Gas Program



## REGIONAL DIVISION

Through a decentralized framework of transportation regions and districts, the Regional Division is responsible for the delivery of the department's capital construction (roadway, bridge and airport), maintenance, and grant programs. The division coordinates a province-wide program to ensure that Alberta's public and private sectors are prepared for and can react effectively to disasters and emergencies. It delivers disaster recovery programs that promote the timely recovery of communities, businesses and individuals from economic and other disruptive impacts caused by disasters and emergencies.

The division delivers a variety of financial, technical and advisory services to cities, towns, villages, summer villages, municipal districts, counties, special areas, improvement districts and regional commissions with respect to transportation and water/wastewater infrastructure.

The Regional Division consists of regional offices, district offices, the Program Services Branch and the Disaster and Emergency Programs Branch.

### General classes or types of information

*The records contain the delivery status of the department's capital construction, maintenance, rehabilitation and financial assistance programs.*

- Agreements with municipalities
- Airports
- Alberta Municipal Water/Wastewater Partnership
- Computer generated maps
- Coordination of emergency and disaster response
- Disaster recovery for business, individuals and municipalities
- Emergency planning
- Exercises and workshops
- Hamlet Streets Assistance Program
- Highway/road files
- Indian reserves/Metis Settlements issues
- Local authorities
- Purchase/construction/maintenance expenditures
- Regional Utilities Program
- Roadway maintenance
- Rural Transportation Program
- Signage
- Street Improvement Program
- Winter works projects

*Due to department organizational structure, information may be located at Head, Regional or District Offices.*

## Personal Information banks

### Adopt-a-Highway Program

*Location:* District Offices; Program Services Branch; Regional Offices.

*Information maintained:* Names of program applicants and participants, names of TV stations, names of radio stations, highway information.

*Individuals:* Participants and applicants of program, members of the media.

*Use:* Administer program and document contact with the media regarding local response to this highway clean-up program.

*Users:* Assistant Deputy Minister, Deputy Minister, District Offices, Program Services Branch, Regional Offices.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

### Auxiliary police

*Location:* Disaster and Emergency Programs Branch.

*Information maintained:* Name, birth date, social insurance number, home phone and address, occupation, name of employer, business phone and address.

*Individuals:* Citizens who are registered as auxiliary police.

*Use:* Maintain a listing of all auxiliary police members of the RCMP "K" Division for Workers' Compensation benefits.

*Users:* Branch staff, RCMP.

*Legal authority:* Public Safety Services Act (RSA 1980 P-30.5).

### Caretaker permits/earthborrow agreements/ aggregates royalty agreements/haying permits

*Location:* District Offices; Regional Offices.

*Information maintained:* Name, address, amounts paid for earthborrow/aggregate.

*Individuals:* Landowners, permit applicants.

*Use:* Purchase material required for construction; control noxious weeds (caretaker/haying).

*Users:* Regional Offices, District Offices, Property Services Branch, Finance and Office Services Branch.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

### Construction zone accident reports

*Location:* District Offices; Motor Transport Services; Regional Offices.

*Information maintained:* Name, address.

*Individuals:* Operators of vehicles involved in accidents.

*Use:* Maintain records for legal purposes in case of possible accident or damage claims relating to government owned property.

*Users:* Safety Officer, Motor Transport Services, Regional Offices, Finance and Office Services Branch, District Offices.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Development permits**

*Location:* District Offices; Regional Offices; Roadside Planning Services.

*Information maintained:* Name, address, phone number.

*Individuals:* Land owners and/or permit applicants.

*Use:* Issue development permits, for subdivision applications, utility crossings, highway and private sign applications and correspondence.

*Users:* District Offices, Regional Offices, Roadside Planning Services and the municipalities receive copies of permits issued in their area.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Disaster recovery applicant information**

*Location:* Disaster and Emergency Programs Branch.

*Information maintained:* File number, event, type of applicant (individual, business, farm) name, home phone and address, business phone, electoral division, catastrophic loss, deductible waived, estimate of damages, appraised value, insurance settlement, payment, payment date, cheque number.

*Individuals:* Applicants who have applied for disaster recovery.

*Use:* Maintain a list of all applicants who have applied for disaster recovery and program statistical information.

*Users:* Branch staff and consultants, financial staff; Minister's Office, auditors, other departments involved in assessment of damages.

*Legal authority:* Public Safety Services Act (RSA 1980 P-30.5).

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### **Emergency planning officers**

*Location:* Disaster and Emergency Programs Branch.

*Information maintained:* Name, title, business phone and address, home phone.

*Individuals:* Officials appointed as emergency planning officers for provincial departments.

*Use:* Maintain a listing of emergency contacts.

*Users:* Branch staff, emergency planning officers.

*Legal authority:* Public Safety Services Act (RSA 1980 P-30.5).

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### **Emergency Public Warning Authorization List**

*Location:* Disaster and Emergency Programs Branch.

*Information maintained:* Name, home phone and address, business phone, access code, emergency position.

*Individuals:* Individuals authorized to access the Emergency Public Warning System.

*Use:* Maintain an authorization list for access to the Emergency Public Warning System.

*Users:* Branch staff, CKUA Radio.

*Legal authority:* Public Safety Services Act (RSA 1980 P-30.5).

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### **Fatal traffic collision report**

*Location:* District Offices; Motor Transport Services; Regional Offices.

*Information maintained:* Name, address.

*Individuals:* Operators involved in the accident, injured and deceased.

*Use:* Maintain records for legal purposes in case of possible accident or damage claims relating to government owned property.

*Users:* Motor Transport Services, Regional Offices, Finance and Office Services Branch, District Offices.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Line load control**

*Location:* Disaster and Emergency Programs Branch.

*Information maintained:* Emergency position, title or name, business phone number.

*Individuals:* Citizens considered essential in responding to an emergency or disaster situation.

*Use:* Protect essential phone numbers required in an emergency for overload conditions.

*Users:* Branch staff, municipal directors of disaster services, Industry Canada.

*Legal authority:* Public Safety Services Act (RSA 1980 P-30.5).

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### **Municipalities and projects**

*Location:* Program Services Branch.

*Information maintained:* Names, business addresses, business phone numbers, job titles, pay rates.

*Individuals:* Members of the Legislative Assembly, officials from municipalities (including administrators, elected officials, other municipal employees), representatives for contracting companies, consulting firm employees (including engineers, clerical staff, surveyors, draftspersons), sub-contractors' representatives, Transportation and Utilities representatives.

*Use:* Identify contact persons for municipalities, contracting firms, and evaluate tender bids submitted by contractors.

*Users:* Program Services Branch.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

## Secondary highway construction agreements (with municipalities)

*Location:* District Offices; Program Services Branch; Regional Offices.

*Information maintained:* Names, addresses, phone numbers.

*Individuals:* Administrators, foremen, elected officials.

*Use:* Contact individuals regarding work being performed or invoicing problems.

*Users:* District Offices.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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## Procedure manuals

- Alberta Critical Pest Infestation Response Plan
- Alberta Support Plan for a Catastrophic Earthquake in British Columbia
- Disaster Assistance Guidelines
- Emergency Preparedness – Guidelines for Alberta Schools
- Emergency Public Warning System – Operational Plan
- Foreign Animal Disease Eradication Support Plan
- Government of Alberta Emergency Response Plan for Dam Breach
- Government of Alberta Emergency Response Support Plan for an Upstream Petroleum Industry Incident
- Government of Alberta Support Plan for Dangerous Goods Incidents
- Government of Alberta Support Plan for Search and Rescue Operations
- Maintenance Guidelines and Procedures
- Maintenance Standards
- Scope and Procedure for Rural Road Inventory and Future Road Needs

## AFFILIATED PUBLIC BODIES

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### TU 5

## MOTOR TRANSPORT BOARD/SERVICES

Motor Transport Board/Services ensures a safe and effective surface transportation user environment based on the optimum use of transportation resources while minimizing abuse of the transportation network. It develops and implements standardized legislation, regulations, and operating practices on the international, national and provincial level leading to uniform and safety standards for the movement of people and goods, including dangerous goods.

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## General classes or types of information

*Contains information on motor transport engineering programs, motor carrier services, transportation safety initiatives and the National Safety Code.*

- Bylaws

- Carrier files
- Collisions
- Dangerous goods permits
- Emergency reporting and response on dangerous goods
- Enforcement
- Equipment specifications
- Facilities inspections on dangerous goods
- Highway/road files
- Investigations
- Local authorities
- Log Haul Program
- National Safety Code files
- National Safety Code standards
- Operating authorities
- Permits to operate transport vehicles
- Prosecution
- Railway inspections
- Research projects and studies
- Roadway hazards
- Safety Education Program
- Safety issues
- Technical and compliance information on dangerous goods
- Vehicle inspections
- Weight and dimensions

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## Personal information banks

### Alberta collision reports

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, birth date, marital status, sex, race, height, weight, eye colour, identifying marks, driver condition, date, time, cause of death, driver's licence number, vehicle information, insurance information, collision case number, investigating officer, police file number, police registration number, police report number, proposed police action.

*Individuals:* Driver, passenger, witness, police officer(s), pedestrian(s), anyone involved in an accident.

*Use:* Gather and analyze collision information for the purpose of making recommendations which will contribute to the reduction and severity of collisions on Alberta's roadways; produce statistical information.

*Users:* Department staff, enforcement agencies, other government departments/agencies/boards, safety councils, research organizations, academic institutions, media, stakeholder groups, public-at-large (citizen inquiries).

*Legal authority:* Government Organization Act (SA 1994 G-8.5); Fatal Accidents Act (RSA 1980 F-5); Motor Vehicle Administration Act (RSA 1980 M-22); Highway Traffic Act (RSA 1980 H-7); National Safety Code.



### **Application for bus equipment exemption form**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, vehicle information, type of school bus operation.

*Individuals:* Applicant, vehicle safety inspector.

*Use:* Keep track of who has applied for a bus equipment exemption and why.

*Users:* Department staff, Motor Transport Board staff.

*Legal authority:* Highway Traffic Act (RSA 1980 H-7).

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### **Building movers equipment inspection form**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, power units, trailers, dollies, inspector's comments (opinions).

*Individuals:* Company or individual's name, inspector.

*Use:* Have a record of what equipment a house mover is using.

*Users:* Department staff.

*Legal authority:* Motor Transport Act (RSA 1980 M-20).

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### **Carrier files – National Safety Code**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, motor vehicle identification number, National Safety Code number, operating authority number, process agent, National Safety Code audit, home jurisdiction authority.

*Individuals:* Company officials, drivers, process agents.

*Use:* Issue operating authorities and National Safety Code ratings to carriers allowing them to operate in Alberta.

*Users:* Department staff, Motor Transport Board staff.

*Legal authority:* Motor Transport Act (RSA 1980 M-20).

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### **Carrier compliance**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, motor vehicle identification number, National Safety Code number, operating authority number, driver's abstract, National Safety Code audit, record of conviction/violation.

*Individuals:* Company officials, drivers.

*Use:* Monitor overall compliance with transportation legislation relating to safety, infrastructure protection and economic regulation.

*Users:* Department staff, Motor Transport Board staff.

*Legal authority:* Motor Transport Act (RSA 1980 M-20); Highway Traffic Act (RSA 1980 H-7); Motor Vehicle Administration Act (RSA 1980 M-22); Transportation of Dangerous Goods Control Act (SA 1982 T-6.5); Fuel Tax Act (SA 1987 F-22.5).

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### **Commercial Vehicle Inspection Program – Inspection certificates**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, vehicle information, station number, mechanic number and name.

*Individuals:* Registered owner of vehicle, mechanic, inspection facility.

*Use:* Monitor vehicle inspections for compliance with the National Safety Code and operating authority.

*Users:* Department staff, owner (telephone contact).

*Legal authority:* Highway Traffic Act (RSA 1980 H-7); Motor Transport Act (RSA 1980 M-20).

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### **Commercial Vehicle Inspection Program – Mechanics**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, driver's licence number, birth date, mechanic trade certificate number, credit card information, employer, trailer repairman declaration.

*Individuals:* Mechanics, company employees.

*Use:* Determine eligibility of mechanic to become an authorized mechanic under the Commercial Vehicle Inspection Program.

*Users:* Department staff.

*Legal authority:* Highway Traffic Act (RSA 1980 H-7); Motor Vehicle Administration Act (RSA 1980 M-22); Motor Transport Act (RSA 1980 M-20).

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### **Commercial Vehicle Inspection Program – Stations**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, credit card information, motor vehicle identification number, vehicle safety inspector's opinion (audit), station licence and number.

*Individuals:* Station contact, mechanics, owner, company officials.

*Use:* Determine eligibility to become an authorized commercial vehicle inspection facility and provide a contact person for each approved station.

*Users:* Department staff.

*Legal authority:* Highway Traffic Act (RSA 1980 H-7); Motor Transport Act (RSA 1980 M-20).

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### **Court – Hearings**

*Location:* Motor Transport Services – District Office.

*Information maintained:* Name, address, phone number, motor vehicle identification number, truck particulars (i.e., serial number, plate), driver's licence number, birth date, sex, height, weight, hair colour, eye colour.

*Individuals:* Drivers, company officials.

*Use:* Issuing of tickets for transport violations.

*Users:* Department staff.

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*Legal authority:* Highway Traffic Act (RSA 1980 H-7); Motor Vehicle Administration Act (RSA 1980 M-22); Motor Transport Act (RSA 1980 M-20); Fuel Tax Act (SA 1987 F-22.5); Tobacco Tax Act (SA 1983 T-5.1); Liquor Control Act (RSA 1980 L-17); Transportation of Dangerous Goods Control Act (SA 1982 T-6.5).

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### **Dangerous goods inspectors**

*Location:* Motor Transport Services.

*Information maintained:* Name, business address, regiment number or employee number, course mark.

*Individuals:* Officials qualified as dangerous goods inspectors.

*Use:* Maintain a current list of individuals who have qualified as dangerous goods inspectors.

*Users:* Motor Transport Services staff, RCMP, Municipal Police.

*Legal authority:* Transportation of Dangerous Goods Control Act (SA 1982 T-6.5).

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### **Public hearings**

*Location:* Motor Transport Board.

*Information maintained:* Name, address, contact person, shipper support, objections, National Safety Code number, exhibits.

*Individuals:* Company official/representative.

*Use:* Maintain records on hearings to determine eligibility for operating authorities in the event of opposition by other carriers.

*Users:* Department staff, Board staff.

*Legal authority:* Motor Transport Act (RSA 1980 M-20).

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### **School bus crash report form**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, crash file number, continuation number, crash date, time, driver's licence number, birth date, sex, occupation, vehicle data, crash factors.

*Individuals:* Driver, passenger, interviewer.

*Use:* Record collision details from school bus collisions.

*Users:* Department staff.

*Legal authority:* Government Organization Act (SA 1994 G-8.5).

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### **Show causes**

*Location:* Motor Transport Board.

*Information maintained:* Carrier compliance audit, name, address, phone number, alleged violations, operating authority, National Safety Code audit.

*Individuals:* Company officials, drivers.

*Use:* Establish whether operating authorities should be cancelled as a result of alleged violations.

*Users:* Department staff, Board staff.

*Legal authority:* Motor Transport Act (RSA 1980 M-20).

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### **Transport Engineering Permit System**

*Location:* Motor Transport Services; Vehicle Inspection Stations.

*Information maintained:* Permit request including date, time, company name, location, specifics of move, name of caller and phone number, permit approval includes permit request information, conditions of approval and name of approval person.

*Individuals:* Permit issuer, company contact person, approval person.

*Use:* Monitor permit requests and provide historical record of approvals, company contact person identification required if follow-up necessary.

*Users:* Permit issuing section, overload control officials.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Transport engineering programs and projects**

*Location:* Motor Transport Services.

*Information maintained:* Company name, company location, program applications, inspections and approvals, contact person's name and phone number.

*Individuals:* Company official, program contact person.

*Use:* Company official required for signing authority, contact person required for follow-up contact and ongoing program liaison.

*Users:* Department staff.

*Legal authority:* Freedom of Information and Protection of Privacy Act s32(c).

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### **Written-off Vehicle Inspection Program – Inspection certificates**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, vehicle information, station number, station name, inspection mechanic's name.

*Individuals:* Vehicle owner, inspection mechanics.

*Use:* Maintain a record of inspection on written-off vehicles.

*Users:* Department staff, prospective buyers (telephone contact).

*Legal authority:* Motor Vehicle Administration Act (RSA 1980 M-22); Highway Traffic Act (RSA 1980 H-7).

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### **Written-off Vehicle Inspection Program – Stations**

*Location:* Motor Transport Services.

*Information maintained:* Name, address, phone number, station licence and number, audit (personal opinion may be included), motor vehicle identification number, vehicle and owner information.

*Individuals:* Company officials, written-off vehicle owner, inspection mechanic.

*Use:* Determine eligibility of a station to become an authorized written-off vehicle inspection station/facility and provide a contact person for each approved station.

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*Users:* Department staff.

*Legal authority:* Motor Vehicle Administration Act (RSA 1980 M-22); Highway Traffic Act (RSA 1980 H-7).

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**Procedure manuals**

- Alberta Manual on Classification and Reporting of Vehicle Collisions
- Child Car Seat In-Service Training Safety Program
- Commercial Vehicle Inspection Program – Inspection Methods and Standards
- Co-ordination and Information Bulletins
- Dangerous Goods Interpretation Manual
- Dangerous Goods On-Highway Inspector Student Manual
- Dangerous Goods Precedence Manual
- Dangerous Goods Special Permits
- Motor Transport Services – Policies and Procedures



**HEAD**

Provincial Treasurer  
224 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta  
T5K 2B6  
Telephone: (403) 427-8809  
Fax: (403) 428-1341

**ACCESS**

Freedom of Information and Privacy Coordinator  
Room 351, 9515-107 Street  
Edmonton, Alberta  
T5K 2C3  
Telephone: (403) 427-9687  
Fax: (403) 422-2163

A public reading area for the review of manuals and other information is open 8:15 a.m. to 4:30 p.m. Monday through Friday at Room 351, 9515-107 Street, Edmonton.

The reading area is wheelchair accessible.

General information number: (403) 427-3035

**Mandate**

Treasury provides financial management and strategic financial, fiscal and management policy advice to government. Core functions include coordinating the government's business plans and integrating them with the fiscal plan; preparing and monitoring the provincial budget; providing timely and full reporting of the province's finances; providing financial, tax and economic analyses; setting financial standards and reporting; managing assets and liabilities; collecting taxes; and regulating the province's financial marketplace.

Some of the acts administered by Treasury are the Alberta Heritage Savings Trust Fund Act, Financial Administration Act and the Corporate Tax Act.

**Organization**

The department of Treasury consists of two main functional areas. The office of Budget and Management includes Budget and Business Planning, Budget Planning and Integration, Performance Measurement, Tax and Pensions, Accounting, Economics and Public Finance and Financial and Reporting Standards. The Finance and Revenue area includes Banking and Cash Management, Finance Planning and Analysis, Investment Management, Loans and Guarantees, Revenue, and Risk Management and Insurance.

**TREAS 1****ADMINISTRATION**

The Administration Division provides financial, office automation, records management, personnel, office accommodation, library/research and general support services to the department.

**General classes or types of information**

*See Common Records*

**Personal information banks**

*See Common Records*

**Procedure manuals**

*None*

**TREAS 2****BANKING AND CASH MANAGEMENT**

Banking and Cash Management administers the cash management system of the province. The division is responsible for managing the Consolidated Cash Investment Trust Fund; administers debt payments and limits, investment income collection and all securities settlement activities; maintains a record of all investment, debt and foreign exchange transactions of the province; and develops and operates Finance Branch systems.

**General classes or types of information**

*Includes records related to administering debt payments and limits, cash flow analysis, banking relationships, investment income collection and all securities settlement activities.*

- Bank accounts
- Bank agreements
- Financial assets
- Financial liabilities
- Foreign exchange transactions
- Investment income

**Personal information banks**

*None*

**Procedure manuals**

- Banking and Cash Management Manual

**TREAS 3****BUDGET AND MANAGEMENT**

The Budget and Management team manages the budget and business planning review and approval process; prepares government economic and fiscal forecasts; provides research, analysis and recommendations on the province's fiscal, economic,

taxation, pension policies, performance measurement and business management policies and practices. It is also responsible for intergovernmental fiscal relations; providing statistical information; setting standards for the disbursement of public funds; proposing and preparing accounting and financial control policies; keeping or prescribing accounting records and systems; and preparing the Public Accounts.

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### **General classes or types of information**

*Includes records pertaining to analysis and recommendations on policies relating to Alberta's fiscal and economic situation, expenditure budget planning, departmental budget proposals, special warrants and supplementary estimates. Also includes records pertaining to the development and promotion of financial control policies; principal financial records of the government and preparation of interim and annual financial statements; supplementary expenditure reports and records about various computerized accounting systems.*

- Accounting and financial control policy
- Agency and fund accounting
- Budget planning
- Budget review
- Business plans
- Treasury Board documents
- Economic monitoring, analysis and forecasting
- Economic and socio-demographic information
- Estimates of expenditure
- Expenditure reporting
- Forecasts of expenditure
- General Ledgers
- General Revenue Fund
- Intergovernmental fiscal relations
- Legislation and regulations
- Payment control and policy development
- Performance measurement
- Provincial taxes
- Resource programs and incentives policy analysis
- Taxation issues policy analysis

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### **Personal information banks**

#### **Payout Calculation System**

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, social insurance number, employee number, marital status, sex, birth date, years of service, commencement date, contributions, employment history.

*Individuals:* Individuals who have requested a refund of pension funds or a RRSP payout.

*Use:* Calculate a member's payout amount and record completion of the transaction.

*Users:* Pensions Administration staff, employers.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

#### **Pension Contributors System**

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, social insurance number, birth date, sex, marital status, contributions, service, employer, employee number, salary, benefits, commencement, year of leave, amount of leave.

*Individuals:* Individuals currently contributing to a pension plan and individuals with pension funds who are not actively contributing.

*Use:* Maintain a record of all members' contributions, salary and service history.

*Users:* Pensions Administration staff, employers.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

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#### **Pensioners Payroll System**

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, address, telephone number, social insurance number, employee number, birth date, sex, marital status, former employer, service, salary, benefits, beneficiaries, banking information.

*Individuals:* Pension plan members currently receiving benefits or beneficiaries receiving benefits.

*Use:* Maintain a registry for all pension plan members of plans administered by the Government of Alberta.

*Users:* Pensions Administration staff, Payroll Administration staff, Personnel Administration Office, employers contributing to the plan, Legislative Assembly.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

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#### **Pension plan members files**

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, address, telephone number, birth date, sex, maiden name, marital status, employer, performance rating, beneficiaries, contributions, benefits, salary, commencement date, prior service purchase, withdrawal from plan, common-law spouse, medical information.

*Individuals:* Contributors to pension plans administered by the provincial government.

*Use:* Maintain a pension plan record for individuals who have or are contributing to a public sector pension plan.

*Users:* Pensions Administration staff, Payroll Administration staff.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

## Pension statements and documents

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, address, social insurance number, employee number, salary, years of service, pension contributions, refund information, termination date, prior service payments.

*Individuals:* Individuals paying into a pension plan or withdrawing from a plan.

*Use:* Update member account information.

*Users:* Pensions Administration staff, employers.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

## Prior Service System

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, social insurance number, employee number, marital status, sex, birth date, years of service, commencement date, contributions, employment history, salary, prior service contributions.

*Individuals:* Individuals purchasing pension benefits for prior service.

*Use:* Calculate the cost of prior service purchases and keep a record of the remaining cost of prior service purchases.

*Users:* Pensions Administration staff, employers.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

## Retirement benefits components

*Location:* Alberta Pensions Administration.

*Information maintained:* Name, social insurance number, employee number, marital status, sex, birth date, years of service, commencement date, contributions, employment history, salary, prior service contributions, medical information.

*Individuals:* Individuals who are eligible for pension benefits.

*Use:* Determine if an individual qualifies to receive a pension and calculate the member's retirement benefit.

*Users:* Pensions Administration staff, employers.

*Legal authority:* Public Sector Pension Plans Act, Members of the Legislative Assembly Pension Plan Act, Provincial Judges and Masters in Chambers Pension Plan Regulation.

## Procedure manuals

*None*

## TREAS 4

### COMMUNICATIONS

Communications provides internal and external communications support for Alberta Treasury. Writing and editorial assistance, public relations consulting services and graphic design/print production support are provided to the department by Communications.

### General classes or types of information

*See Common Records*

### Personal information banks

*See Common Records*

### Procedure manuals

*None*

## TREAS 5

### FINANCE PLANNING AND ANALYSIS

Finance Planning and Analysis has three main responsibilities. The Finance Planning and Analysis area coordinates planning and policy analysis for the Alberta Heritage Savings Trust Fund and prepares related publications; provides analysis and advice on provincial corporations and financial sector policy and legislation; prepares documents related to the province's borrowing program; and provides forecasts and analyses of debt financing costs and Alberta Heritage Savings Trust Fund investment income. Financial Institutions is responsible for regulating the activities of Credit Union Central, and loan and trust companies operating in Alberta. The Superintendent of Insurance regulates insurance companies and monitors the solvency of all insurers not federally registered.

### General classes or types of information

*Includes records pertaining to planning and policy analyses of the Alberta Heritage Savings Trust Fund; reviews of potential investments; analyses and recommendations on capital budgets, program initiatives and financing requirements of Crown corporations and their subsidiaries. Records also include information regarding insurance companies and insurance councils. Financial Institutions' records pertain to the registration of companies authorized to operate as credit unions, loan or trust companies in Alberta; assessments of viability and solvency, monitoring reports and detailed on site examinations.*

- Alberta Government Telephones Commission
- Alberta Heritage Savings Trust Fund
- Alberta Municipal Finance Corporation
- Alberta Resources Railway Corporation
- Borrowing of funds
- Credit Union Deposit Guarantee Corporation
- Credit unions
- Examinations of financial institutions



- Financial arrangements
- Insurance companies
- Insurance councils
- Investment information
- Loan corporations
- Registrations for financial institutions
- Trust corporations

#### Personal information banks

None

#### Procedure manuals

- Financial Institutions Operations Manual
- Financial Institutions Examinations Manual

### TREAS 6

#### INVESTMENT MANAGEMENT

The Investment Management unit is responsible for developing and implementing strategies for managing monies under the stewardship of the Provincial Treasurer and for managing the province's liability program.

#### General classes or types of information

*Includes records pertaining to funds invested to provide for liquidity, public sector pensions, endowment programs and sinking fund obligations. Records concerning the management of assets such as bonds, mortgages, equities and real estate are included. Also includes debt management information concerning monies borrowed on national and international capital markets.*

- Economic information
- External investment manager contracts
- Financial institution contracts
- Investment
- Liability management

#### Personal information banks

None

#### Procedure manuals

None

### TREAS 7

#### LOANS AND GUARANTEES

Loans and Guarantees administers financing agreements relating to Alberta government loans, policy investments, guarantees, indemnities, the implementation of claims under guarantees and indemnities, prepares Public Accounts' reporting for the province's contingent liabilities, and provides advice on legislation concerning guarantees and programs involving loans, guarantees or indemnities.

#### General classes or types of information

*Includes records pertaining to the administration of loan, guarantee and indemnity agreements, monitoring and reporting on the status of loans, guarantees and indemnities, lender's claims on guarantees and lender payment records, analysis of specific guarantees, indemnities, loans and investments proposals and analysis of legislation and regulations related to guarantee and loan arrangements.*

- Guarantees
- Indemnities
- Investments
- Loans

#### Personal information banks

#### Loans – Debtors'

*Location:* Loans and Guarantees.

*Information maintained:* Name, address, telephone number, social insurance number, bankruptcy, credit history, financial statements, net worth, marital status, sex, birth date.

*Individuals:* Borrowers who have defaulted on loan payments pertaining to various government loan and guarantee programs.

*Use:* Monitor the lenders' and borrowers' obligations in respect to commitments made under contractual agreements.

*Users:* Loans and Guarantees, Crown Debt Collections, Alberta Justice, the department with which the loan or guarantee originated.

*Legal authority:* Financial Administration Act, the departmental act that authorized the loan, guarantee, indemnity, investment to be issued.

#### Procedure manuals

- Contingent Liability User Manual
- Direct Loans Procedures Manual
- Guarantee Implementation Procedures Manual
- Loans and Guarantees Procedures Manual

### TREAS 8

#### REVENUE

Revenue manages the collection of taxes and certain receivables on behalf of the province. It administers several tax exemption, incentive, credit rebate and refund programs. The functions are carried out by four divisions.

#### General classes or types of information

*Includes records pertaining to the assessment, re-assessment, audit, compliance, collection and refund processes carried out in administering the Alberta Corporate Tax Act, Fuel Tax Act, Tobacco Tax Act, Hotel Room Tax Act and Pari Mutuel Tax Act. Also includes records related to objections, technical opinions, amendments to legislation, regulation changes and provision of rulings.*

- Alberta Indian Tax Exemption
- Corporate taxation
- Crown debt collections
- Financial institutions capital taxation
- Fuel taxation
- Hotel room taxation
- Insurance corporations taxation
- Pari mutuel (horse racing) taxation
- Royalty credit for individuals and trusts
- Tobacco taxation
- Utility companies income taxation

---

## Personal information banks

### Alberta Indian Tax Exemption (AITE)

*Location:* Tax and Revenue Administration.

*Information maintained:* Name, address, birth date, Indian band name, federal registration number, AITE card number, expiry date of card, history of prior cards.

*Individuals:* Indians who apply for an AITE card.

*Use:* Register Indians to purchase tobacco and fuel tax exempt.

*Users:* Tax and Revenue Administration.

*Legal authority:* Tobacco Tax Act, Fuel Tax Act.

---

### Crown Debt collections

*Location:* Tax and Revenue Administration.

*Information maintained:* Name, address, telephone number, social insurance number, birth date, marital status, sex, employer, spouse's name, spouse's employer, references, legal land description of property owned, financial information, banking information, credit history, medical records.

*Individuals:* Individuals with debts to the Crown.

*Use:* Collect monies due to the Crown.

*Users:* Tax and Revenue Administration staff and collection agencies that administer factored accounts.

*Legal authority:* Financial Administration Act.

---

### Royalty credit for individuals

*Location:* Tax and Revenue Administration.

*Information maintained:* Name, address, telephone number, social insurance number, financial information, death certificate, tax information.

*Individuals:* Individuals with Alberta Crown royalty.

*Use:* Rebate Alberta royalties paid.

*Users:* Tax and Revenue Administration.

*Legal authority:* Alberta Corporate Tax Act.

---

## Procedure manuals

- Assessments Hotel Room Tax Desk Procedures
- Assessments Tax Exempt Fuel Users (TEFU) Desk Procedures
- Collections Fuel Tax – Liquid Propane Gas (LPG) Tax Desk Procedures
- Collections Hotel Room Tax Desk Procedures

- Compliance and Registries International Fuel Tax Agreement (IFTA) Desk Procedures
- Compliance Hotel Room Tax Desk Procedures
- Interpretations Compendium – Corporate Tax
- Pari Mutuel (horse racing) Tax Procedures Manual
- Registries Core Basic Rules Desk Procedures
- Royalty Tax Credit Audit Program
- Tax and Revenue Administration (TRA) Policy Manual

## TREAS 9

## RISK MANAGEMENT AND INSURANCE

Risk Management and Insurance administers a program to protect, secure and preserve public assets against risk of accidental loss. The program includes statistical and contractual analysis, risk inspection and claims adjusting services. Insurance is purchased through the Risk Management Regulated Fund.

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### General classes or types of information

*Includes records pertaining to statistical analyses, investigations, and policies and practices that provide cost-effective management of risk for government and other entities.*

- Claims
- Government insurance coverage
- Risk management

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## Personal information banks

### Liability claims

*Location:* Risk Management and Insurance.

*Information maintained:* Name, address, telephone number, medical reports, sex.

*Individuals:* Individuals filing a claim against the provincial government.

*Use:* Process the filed claim.

*Users:* Claims adjusters with Risk Management and Insurance.

*Legal authority:* Financial Administration Act, RSA 1980 s76(1).

---

### Vehicle accident claims

*Location:* Risk Management and Insurance.

*Information maintained:* Name, address, telephone numbers, vehicle operator's licence number, previous accidents/convictions, defensive driving history, birth date, employee number and driving experience.

*Individuals:* Individuals who are drivers involved in vehicle accident claims covered under the Provincial Government Insurance Program.

*Use:* Process the accident claim.

*Users:* Claims adjusters within Risk Management and Insurance, representatives from other government departments involved in the claim.

*Legal authority:* Financial Administration Act, RSA 1980 s76(1).

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## Procedure manuals

- Risk Management and Insurance Manual

## AFFILIATED PUBLIC BODIES

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### TREAS 10

#### LOCAL AUTHORITIES PENSION PLAN BOARD OF TRUSTEES

The Local Authorities Pension Plan Board of Trustees governs the Local Authorities Pension Plan. The Plan was established April 1, 1962 to provide a contributory defined benefit pension scheme for the employees of local authorities in Alberta. Local authorities include cities, towns, counties, municipal districts, hospitals, schools divisions and districts, and other public bodies approved by the Lieutenant Governor in Council. The Board sets policy guidelines for the investment of the Local Authorities Pension Plan Fund and for the administration of the Plan; sets contribution rates to fully fund past and current service; makes recommendations regarding Plan amendments; ensures that the Plan is effectively administered; and reviews decisions of Alberta Pensions Administration.

#### Organization

The Board of Trustees is appointed by the Government of Alberta and is comprised of six employee nominees, six employer nominees, one retired member, and one nominee of the Government of Alberta. The Chair is elected from among the Board members. The Plan is administered through Alberta Pensions Administration. Members of the Board have powers, duties, liabilities and immunities prescribed and set out in schedule 1 of the Public Sector Pension Plans Act.

---

#### General classes or types of information

*Includes records related to individuals who appeal or apply for review of administrative decisions, agendas and minutes of Board meetings and general information concerning the Local Authorities Pension Plan Board of Trustees.*

- Pension Board activities
- Pension Board meetings

---

#### Personal information banks

##### Appeal cases

*Location:* Local Authorities Pension Plan Board of Trustees.

*Information maintained:* Name, address, telephone number, date of birth, social insurance number, marital status, service and salary history, employment history, contributions, benefits, medical information.

*Individuals:* Pension plan members requesting an appeal of a decision made by Alberta Pensions Administration.

*Use:* Document an appeal case for the Board making a decision regarding an appeal.

*Users:* Pension Board members and staff, former employer, Alberta Justice.

*Legal authority:* Public Sector Pension Plans Act.

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## Procedure manuals

- Local Authorities Pension Plan Board of Trustees Procedures

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### TREAS 11

#### MANAGEMENT EMPLOYEES PENSION BOARD

The Management Employees Pension Plan was established in 1972 (as the Public Service Management Pension Plan) to provide a contributory defined benefit pension scheme for management employees of the Government of Alberta and thirteen boards and agencies. The Board sets policy guidelines for the investment of the Management Employees Pension Plan Fund and for the administration of the Plan; consults with the government regarding contribution rates; makes recommendations regarding Plan amendments; advises the government on any matter affecting the pension interests of Plan members; and reviews decisions of Alberta Pensions Administration.

#### Organization

The Advisory Board is comprised of three employee nominees and three employer nominees appointed by Order in Council. An additional non-voting member is a nominee of the Public Service Commissioner. The Chair is elected from among the Board members. The Plan is administered through Alberta Pensions Administration. Members of the Board have powers, duties, liabilities and immunities prescribed and set out in schedule 5 of the Public Sector Pension Plans Act.

---

#### General classes or types of information

*Includes records related to individuals who appeal or apply for review of administrative decisions, agendas and minutes of Board meetings and general information concerning the Management Employees Pension Board.*

- Pension Board activities
- Pension Board meetings

---

#### Personal information banks

##### Appeal cases

*Location:* Management Employees Pension Board.

*Information maintained:* Name, address, telephone number, date of birth, social insurance number, marital status, service and salary history, employment history, contributions, benefits, medical information.

*Individuals:* Pension plan members requesting an appeal of a decision made by Alberta Pensions Administration.



*Use:* Document an appeal case for the Board making a decision regarding an appeal.

*Users:* Pension Board members and staff, former employer, Alberta Justice.

*Legal authority:* Public Sector Pension Plans Act.

---

## Procedure manuals

- Management Employees Pension Board Procedures

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### TREAS 12

## PUBLIC SERVICE PENSION BOARD

The Public Service Pension Board governs the Public Service Pension Plan. The Plan was established April 1, 1947 to provide a contributory defined benefit pension scheme for the employees of the Government of Alberta, its agencies, boards, commissions, and other public service bodies approved by the Lieutenant Governor in Council. The Board sets policy guidelines for the investment of the Public Service Pension Plan Fund and for the administration of the Plan; sets contribution rates to fully fund past and current service; makes recommendations regarding Plan amendments; ensures that the Plan is effectively administered; and reviews decisions of Alberta Pensions Administration.

### Organization

The Board is appointed by the Government of Alberta and comprised of three employee representatives nominated by the Alberta Union of Provincial Employees and three employer representatives nominated by the Government of Alberta. The Chair is elected from among the Board members. The Plan is administered through Alberta Pensions Administration. Members of the Board have powers, duties, liabilities and immunities prescribed and set out in schedule 2 of the Public Sector Pension Plans Act.

---

### General classes or types of information

*Includes records related to individuals who appeal or apply for review of administrative decisions, agendas and minutes of Board meetings and general information concerning the Public Service Pension Board.*

- Pension Board activities
- Pension Board meetings

---

## Personal information banks

### Appeal cases

*Location:* Public Service Pension Board.

*Information maintained:* Name, address, telephone number, date of birth, social insurance number, marital status, service and salary history, employment history, contributions, benefits, medical information.

*Individuals:* Pension plan members requesting an appeal of a decision made by Alberta Pensions Administration.

*Use:* Document an appeal case for the Board making a decision regarding an appeal.

*Users:* Pension Board members and staff, former employer, Alberta Justice.

*Legal authority:* Public Sector Pension Plans Act.

---

## Procedure manuals

- Public Service Pension Board Procedures

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### TREAS 13

## SPECIAL FORCES PENSION BOARD

The Special Forces Pension Board governs the Special Forces Pension Plan. The Plan was established April 1, 1979 to provide a contributory defined benefit pension scheme for police officers, including Deputy Chiefs and Police Chiefs employed by local authorities in Alberta. The Board sets policy guidelines for the investment of the Special Forces Pension Plan Fund and for the administration of the Plan; sets contribution rates to fully fund past and current service; makes recommendations regarding Plan amendments; ensures that the Plan is effectively administered; and reviews decisions of Alberta Pensions Administration.

### Organization

The Board is appointed by the Government of Alberta and comprised of three police association nominees, three employer nominees and one nominee of the Government of Alberta. The Chair is elected from among the Board members. The Plan is administered through Alberta Pensions Administration. Members of the Board have powers, duties, liabilities and immunities prescribed and set out in schedule 4 of the Public Sector Pension Plans Act.

---

### General classes or types of information

*Includes records related to individuals who appeal or apply for review of administrative decisions, agendas and minutes of Board meetings and general information concerning the Special Forces Pension Board.*

- Pension Board activities
- Pension Board meetings

---

## Personal information banks

### Appeal cases

*Location:* Special Forces Pension Board.

*Information maintained:* Name, address, telephone number, date of birth, social insurance number, marital status, service and salary history, employment history, contributions, benefits, medical information.

*Individuals:* Pension plan members requesting an appeal of a decision made by Alberta Pensions Administration.

*Use:* Document an appeal case for the Board making a decision regarding an appeal.

*Users:* Pension Board members and staff, former employer, Alberta Justice.

*Legal authority:* Public Sector Pension Plans Act.

*Users:* Pension Board members and staff, former employer, Alberta Justice.

*Legal authority:* Public Sector Pension Plans Act.

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## Procedure manuals

- Special Forces Pension Board Procedures

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## Procedure manuals

- Universities Academic Pension Board Procedures

### TREAS 14

## UNIVERSITIES ACADEMIC PENSION BOARD

The University Academic Pension Board governs the Universities Academic Pension Plan. The Plan was established on July 1, 1978 to provide a contributory defined benefit pension scheme for the academic staff of Alberta universities and the Banff Centre for Continuing Education. The Board sets policy guidelines for the investment of the Universities Academic Pension Plan Fund and for the administration of the Plan; sets contribution rates to fully fund past and current service; makes recommendations regarding Plan amendments; ensures that the Plan is effectively administered; and reviews decisions of Alberta Pensions Administration.

### Organization

The Board is appointed by the Government of Alberta and comprised of four employee nominees, four employer nominees and one nominee of the Government of Alberta. The Chair is elected from among the Board members. The Plan is administered through Alberta Pensions Administration. Members of the Board have powers, duties, liabilities and immunities prescribed and set out in schedule 3 of the Public Sector Pension Plans Act.

---

### General classes or types of information

*Includes records related to individuals who appeal or apply for review of administrative decisions, agendas and minutes of Board meetings and general information concerning the Universities Academic Pension Board.*

- Pension Board activities
- Pension Board meetings

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## Personal information banks

### Appeal cases

*Location:* Universities Academic Pension Board.

*Information maintained:* Name, address, telephone number, date of birth, social insurance number, marital status, service and salary history, employment history, contributions, benefits, medical information.

*Individuals:* Pension plan members requesting an appeal of a decision made by Alberta Pensions Administration.

*Use:* Document an appeal case for the Board making a decision regarding an appeal.

**HEAD**

President and Chief Executive Officer  
9925 - 107 Street  
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Telephone: (403) 498-4900  
Fax: (403) 422-0972

**ACCESS**

Freedom of Information and Privacy Coordinator  
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Edmonton, Alberta  
T5K 2H9  
Telephone: (403) 498-4948  
Fax: (403) 422-2889

General information number: (403) 498-4000

**Mandate**

The Workers' Compensation Board (WCB) is a statutory body responsible for the administration of the Workers' Compensation Act. Its mission is to minimize the impact of work-related injuries on workers and employers by efficiently providing effective compensation and rehabilitation services and, together with clients, promoting injury prevention.

**Organization**

The Board of Directors is appointed by Order in Council. The Board is responsible for the governance of the Corporation; determination of compensation policies; approval of programs and operations policies; and approval of operating and capital budgets.

The President is also the Chief Executive Officer and is responsible for the day-to-day operations of the Corporation. As a member of the Board of Directors, the President is the liaison between the administration of the Corporation, the Chair of the Board of Directors, and the Board of Directors.

The Board has four divisions: Claimant and Health Care Services; Employer Services; Finance and Administration Services; and Secretary and General Counsel. Each division head reports to the President. The WCB provides services through its head office in Edmonton and its five regional offices located in Calgary, Red Deer, Lethbridge, Medicine Hat and Grande Prairie.

**WCB 1****REGIONAL OFFICES**

Calgary Office  
300 - 6th Avenue, SE  
Calgary, Alberta T2G 0G5

Grande Prairie Office  
10022 - 102 Avenue  
Grande Prairie, Alberta T8V 0Z7

Lethbridge Office  
220 - 4th Street South  
Lethbridge, Alberta T1J 4J7

Medicine Hat Office  
102 Chinook Place  
623 - 4th Street, SE  
Medicine Hat, Alberta T1A 0L1

Red Deer Office  
208 Centre 5010 Building  
5010 - 43 Street  
Red Deer, Alberta T4N 6H2

**WCB 2****CLAIMANT AND HEALTH CARE SERVICES DIVISION**

This division provides for the administration of benefits, medical services and rehabilitation programs for workers injured as a result of a work-related accident. Benefits and rehabilitation programs are also provided to dependants of fatally injured workers.

The division also operates the Millard Rehabilitation Centre that provides specialized services to WCB clients.

**General classes or types of information**

*Contains information regarding the applications, processes, protocols, treatments, and evaluations of work-related injuries.*

- Adjudication
- Case management services
- Compensation policies
- Disability management
- Fatal claims
- Health care provider relations
- Health care services
- Industrial diseases
- Medical services
- Return to work services
- Special case services

**Personal information banks****Injured workers claim records**

*Location:* Claimant Services Department.

*Information maintained:* Name, address, phone number, date of birth, gender, marital status, social insurance



**EMPLOYER SERVICES DIVISION**

This division is responsible for providing comprehensive and cost effective liability and disability insurance to employers and workers covered under the Workers' Compensation Act. It provides underwriting services by developing premium rates, classifying employers' operations and providing rate modification programs. The division also registers and maintains employers' accounts, bills and collects premiums, administers claims cost redistribution, promotes injury reduction, delivers claims management consulting services, and administers funding for safety associations.

**General classes or types of information**

*Contains information specific to the history and maintenance of the individual employer's account; information on employer rate modification programs based on claims experience; records of claims charged to an employer's account; documents received or forwarded to the respective industry association; summary of the initiative, registrants and statistical information of employers registered within one of the Voluntary Incentive programs; and statistical information, along with a narrative explaining how individual industry premium rates are calculated.*

- Cost statements
- Employer account records
- Experience rating statements
- Industry association records
- Premium rate packages
- Voluntary Incentive Plan records

**Personal information banks**

*None*

**Procedure manuals**

- Collection Procedure Manual
- Employer Services Policy Manual
- Industry Description Manual
- Internal Rate Book
- Processing Procedure Manual
- Voluntary Incentive Plan Procedure Manual

**FINANCE AND ADMINISTRATION SERVICES DIVISION**

This division is responsible for providing financial, administrative, human resource, and information systems support and services to the Workers' Compensation Board and the Workers' Compensation Board Appeals Commission.

**General classes or types of information**

*See Common Records*

number, personal health number, date of accident, employer's name, occupation, injury site, injury type, medical treatment record, medical history, medical assessments, vocational assessments, investigation reports, appeals decisions, earnings information, compensation payment details.

*Individuals:* Injured workers, fatally injured workers, and dependants of fatally injured workers.

*Use:* Determine compensation entitlement and vocational services; facilitate return to work planning; manage inquiries from parties with a direct interest in the claim.

*Users:* Case managers, WCB physicians, workers and/or workers' representatives, employers and/or representatives, investigators, appeal bodies, appeal advisors, claims information clerks, and other WCB staff responsible for providing assistance to clients.

*Legal authority:* Workers' Compensation Act.

**Millard Rehabilitation Centre clinical records**

*Location:* Millard Rehabilitation Centre.

*Information maintained:* Name, address, phone number, date of birth, gender, marital status, social insurance number, personal health number, date of accident, employer's name, occupation, injury site, injury type, medical treatment record, medical history, medical assessments, vocational assessments, investigation reports, appeals decisions, earnings information, compensation payment details. In addition, separate records are maintained for the transcutaneous electrical nerve stimulations (TENS), gait, progressive strengthening, psychological services and workers' assistance programs.

*Individuals:* All individuals receiving any type of assessment or program at the Millard Rehabilitation Centre.

*Use:* Establish functional/physical condition of all clients admitted to the centre, plan treatment for injured workers admitted to the centre, record all treatments, investigations and medical decisions concerning the clients while at the centre.

*Users:* Case managers, physicians, workers and/or representatives, employers and/or representatives, investigators, appeal bodies, appeal advisors, claims information clerks, clinical and research staff, and other WCB staff responsible for providing assistance to clients.

*Legal authority:* Workers' Compensation Act.

**Procedure manuals**

- Claimant Services Business Procedure Manual
- Compensation Policy Manual
- WCB Millard Rehabilitation Centre Manual

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**Personal information banks**

*See Common Records*

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**Procedure manuals**

*None*

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**WCB 5****SECRETARY AND GENERAL COUNSEL DIVISION**

This division is responsible for providing corporate secretarial and general counsel services to the Board of Directors; legal advice, counsel, and investigation services to the Corporation and the Workers' Compensation Board Appeals Commission; appeal assistance for injured workers; inquiry and information services to members of the Legislative Assembly, Office of the Ombudsman and government departments; and administration of information requests and privacy complaints relating to the Freedom of Information and Protection of Privacy Act.

---

**General classes or types of information**

*Contains information regarding the official business of the Board of Directors; legal opinions, actions and investigations pertaining to the Worker's Compensation Act and the Corporation; case material for claimant appeals; inquiries from elected officials; administration of requests and complaints under the authority of the Freedom of Information and Protection of Privacy Act. Also see Common Records.*

---

**Personal information banks****Appeal advisory services client records**

*Location:* Office of the Appeal Advisors.

*Information maintained:* Name, address, phone number, date of birth, gender, marital status, claim number, social insurance number, personal health number, date of accident, employer's name, occupation, injury site, injury type, medical treatment record, medical history, medical assessments, vocational assessments, investigation reports, appeal decisions, earnings information, compensation payment details.

*Individuals:* Injured workers who want to appeal a claim decision.

*Use:* Appeal purposes.

*Users:* Appeal advisors.

*Legal authority:* Workers' Compensation Act.

---

**Government inquiry and complaint files**

*Location:* Government Relations.

*Information maintained:* Name, address, phone number, date of birth, gender, marital status, social insurance number, inquiry and response documentation, personal health number, date of accident, employer's name, occupation, injury site, injury type, medical treatment record, medical history, medical assessments, vocational

assessments, investigation reports, appeal decisions, earnings information, compensation payment details.

*Individuals:* WCB clients who have approached the office of an elected official or the Office of the Ombudsman for assistance. Also includes WCB clients who are being investigated by the fraud unit of Family and Social Services.

*Use:* Maintain a record of the inquiry or complaint and responses.

*Users:* Government Relations staff, case managers and adjudicators, corporate security, investigator with the Office of the Ombudsman.

*Legal authority:* Workers' Compensation Act.

---

**Legal action files**

*Location:* Legal Services Department.

*Information maintained:* Plaintiff's/applicant's name, WCB claim file if appropriate, phone number, addresses, social insurance number, counsel, legal opinions, pleadings and factums.

*Individuals:* Individuals initiating an action or making application against the Board.

*Use:* Initiate, defend or respond to court actions and applications on behalf of and against the Board.

*Users:* Legal Services Department lawyers, counsel retained by the Board.

*Legal authority:* Workers' Compensation Act.

---

**Special investigation files**

*Location:* Legal Services Department.

*Information maintained:* Name, phone number, addresses, social insurance number, investigation reports, evidence for criminal proceedings, photographs, videotapes, cancelled cheques.

*Individuals:* Workers, employers, health care providers.

*Use:* Investigate suspected criminal code violations committed against the Workers' Compensation Board.

*Users:* Special investigators, WCB Legal Services Department lawyers, Crown prosecutors, WCB case managers.

*Legal authority:* The Police Act.

---

**Subrogated personal injury action files**

*Location:* Legal Services Department.

*Information maintained:* Name, address of injured worker, claim number, defendants and representative, interpretations and legal opinions, medical information, public liability insurance particulars, social insurance number, wage information and employment history, accident reports, witness statements..

*Individuals:* Injured workers.

*Use:* Advance subrogated personal injury action in courts.

*Users:* WCB Legal Services Department lawyers, adjusters and counsel retained by the Board.

*Legal authority:* Workers' Compensation Act.

---

**Maintenance enforcement application files**

*Location:* Legal Services Department.

*Information maintained:* Applicant's name, date of birth, dependants' names and dates of birth, address, court order, WCB claimant's name, financial information and claim number.

*Individuals:* WCB claimants, spouses and dependants.

*Use:* Determine diversion request of WCB benefits to Maintenance Enforcement.

*Users:* Legal technician and WCB Legal Services Department lawyers to Maintenance Enforcement.

*Legal authority:* Workers' Compensation Act.

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**Procedure manuals**

*None*



## **HEAD**

Chairman and Chief Appeals Commissioner  
1101, 10109 - 106 Street  
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Telephone: (403) 422-9539  
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## **ACCESS**

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General information number: (403) 498-4000

## **Mandate**

A quasi-judicial body, independent from the Workers' Compensation Board (WCB), the Appeals Commission acts as a final appeals tribunal for all compensation claims and assessment matters as well as matters of cost apportionment for negligence. Its mission is to provide a timely, independent and responsive appeals process to injured workers and employers consistent with natural justice and fairness, applying relevant legislation policy and procedure.

## **Organization**

The Appeals Commission consists of a Chief Appeals Commissioner and other commissioners, appointed by the Lieutenant Governor in Council. The Appeals Commissioner's head office is in Edmonton, with a regional office in Calgary located at 403 - 1701 Centre Street North, Calgary, Alberta, T2E 7Y2. Hearings are conducted in most major centers throughout Alberta.

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## **General classes or types of information**

*See Common Records*

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## **Personal information banks**

### **Workers' Compensation appeal files**

*Location:* Workers' Compensation Board Appeals Commission.

*Information maintained:* Name, date of birth, phone number, gender, marital status, social insurance number, personal health number, date of accident, employer's name and address, injury type, medical treatment record, medical history, medical assessment, vocational assessments, investigation reports, appeal decisions, earnings information, compensation payment details, witness statements, commissioner's

notes, legal opinions, hearing summary, name and address of representative.

*Individuals:* Injured workers, fatally injured workers, dependants of fatally injured workers.

*Use:* Schedule hearings, and maintain an appeal hearing record and a case tracking system.

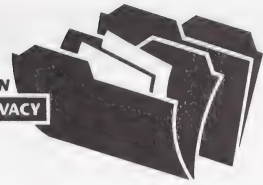
*Users:* Registrars, commissioners and administration staff.

*Legal authority:* Workers' Compensation Act.

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## **Procedure manuals**

- Appeals Commission Procedure Manual
- Assessment Policy Manual
- Claimant Services Business Procedure Manual
- Compensation Manual



## **PART 4**

*Subject index to Part 3*





The Subject Index contains the official title of all public bodies, the subject heading of organizational areas and programs within public bodies and keywords for topics covered within the subjects.

### Public Bodies

Public Bodies which appear in Part 3 as separate entries are shown in the Subject Index in all capitals, followed by a code and the page number or page number range containing the entry.

*example:*

**EDUCATION, EDC, 123-128**

Public Bodies which appear in Part 3 as Affiliated Public Bodies under a government department entry are shown in the index in mixed case (upper and lower). They have the code of the department with which they are affiliated, their section number within the department's entry and the page number or page number range where the information about them appears. Any references to them elsewhere in the department's entry are also noted.

*example:*

*The School Buildings Board is a public body affiliated with the Department of Education. It is referenced in EDC 1, the section of Education's entry that deals with it and described in full in its own entry in section EDC 13 on page 127.*

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### Organizational Units

Entries for organizational units within public bodies appear in the Subject Index in the same format as Affiliated Public Bodies. That is, they have the code of their department, their section number within the department's entry and the page number or page number range where the information about them appears. Any other references to them in the department's entry are also noted.

*example:*

*The Student Programs and Evaluation Division of the Department of Education is referenced in the organization description and appears as section 2 in the department's entry.*

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### Subjects and Programs

Entries for subjects or programs give the public body code, section and page number for each reference to them.

*example:*

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### Keywords

Keywords which are not also programs or organizations are shown in lower case. If there is one reference for it, the public body code, section number and page number appear immediately behind the keyword. If there are multiple references for it, the keyword appears alone on the line and the various references follow on separate lines. *See* and *See also* references point to other keywords on related subjects.

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**AARI**

*See* Alberta Agricultural Research Institute

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# **APPENDIX**





This is an office consolidation of the Freedom of Information and Protection of Privacy Act, Statutes of Alberta, 1994, Chapter F-18.5 with amendments in force as of September 1, 1995.

All persons making use of this consolidation are reminded that it has no legislation sanction, that the amendments have been embodied for conveniences of reference only, and that the original Acts should be consulted for all purposes of interpreting and applying the law.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

### CHAPTER F-18.5

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HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1(1) In this Act,

- (a) “adjudicator” means a person designated under section 71;
- (b) “applicant” means a person who makes a request for access to a record under section 7(1);
- (c) “Commissioner” means the Information and Privacy Commissioner appointed under Part 3;
- (d) “educational body” means
  - (i) a university as defined in the Universities Act,
  - (ii) a technical institute as defined in the Technical Institutes Act,
  - (iii) a public or private college as defined in the Colleges Act,
  - (iv) the Banff Centre as defined in the Banff Centre Act, or
  - (v) a board as defined in the School Act;

(e) “employee”, in relation to a public body, includes a person retained under a contract to perform services for the public body;

(f) “head”, in relation to a public body, means

(i) if the public body is a department, branch or office of the Government of Alberta, the member of the Executive Council who presides over it,

(ii) if the public body is a local public body, the person or group of persons designated under section 89(a) as the head, and

(NOTE: Clause (f)(ii) comes into force on Proclamation.)

(iii) in any other case, the chief executive officer of the public body;

(g) “health care body” means

(i) an approved hospital as defined in the Hospitals Act,

(ii) a nursing home as defined in the Nursing Homes Act,

(iii) a provincial health board established under the Regional Health Authorities Act,

(iv) a regional health authority under the Regional Health Authorities Act,

(v) a community health council established under the Regional Health Authorities Act, or

(vi) a subsidiary health corporation as defined in the Regional Health Authorities Act;

(h) “law enforcement” means

(i) policing, including criminal intelligence operations,

(ii) investigations that lead or could lead to a penalty or sanction being imposed, or

(iii) proceedings that lead or could lead to a penalty or sanction being imposed;

(i) “local government body” means

(i) a municipality as defined in the Municipal Government Act,

(ii) repealed 1995 c17 s2,

(iii) an improvement district under the Municipal Government Act,

(iv), (v) repealed 1995 c17 s2,

(v) a town as defined in the Parks Towns Act,

(vi) a special area as defined in the Special Areas Act,

(vii) repealed 1995 c17 s2,

(viii) repealed 1995 c24 s100(7);

(ix) a regional services commission under Part 15.1 of the Municipal Government Act,

- (x) a board established under the Drainage Districts Act,
  - (xi) a board established under the Irrigation Act,
  - (xii) a management body established under the Alberta Housing Act, a housing authority continued under section 37 of the Alberta Housing Act and a foundation continued as a management body under section 38 of the Alberta Housing Act,
  - (xiii) repealed 1995 c17 s2,
  - (xiv) a Metis settlement established under the Metis Settlements Act,
  - (xv) the Metis Settlements General Council established under the Metis Settlements Act, or
  - (xvi) any board, committee, commission, panel, agency or corporation that is created or owned by a body referred to in subclauses (i) to (xv) and all the members or officers of which are appointed or chosen by, or under the authority of, that body and includes without restricting the generality of the foregoing, a Regional Police Commission, a policing committee or a Municipal Police Commission as established under the Police Act;
- (j) “local public body” means
- (i) an educational body,
  - (ii) a health care body, or
  - (iii) a local government body;
- (k) “Minister” means the member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act;
- (l) “offence” means an offence under an enactment of Alberta or Canada;
- (m) “officer of the Legislature” means the Auditor General, the Ombudsman, the Chief Electoral Officer, the Ethics Commissioner or the Information and Privacy Commissioner;
- (n) “personal information” means recorded information about an identifiable individual, including
- (i) the individual's name, home or business address or home or business telephone number,
  - (ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
  - (iii) the individual's age, sex, marital status or family status,
  - (iv) an identifying number, symbol or other particular assigned to the individual,
  - (v) the individual's fingerprints, blood type or inheritable characteristics,
  - (vi) information about the individual's health and health care history, including information about a physical or mental disability,
  - (vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,



- (viii) anyone else's opinions about the individual, and
- (ix) the individual's personal views or opinions, except if they are about someone else;
- (o) "prescribed" means prescribed by the regulations;
- (p) "public body" means
  - (i) a department, branch or office of the Government of Alberta,
  - (ii) an agency, board, commission, corporation, office or other body designated as a public body in the regulations,
  - (iii.1) the office of a member of the Executive Council,
  - (iii) the Executive Council Office,
  - (iv) the Legislative Assembly Office,
  - (v) the office of the Auditor General, the Ombudsman, the Chief Electoral Officer, the Ethics Commissioner or the Information and Privacy Commissioner, or
  - (vi) a local public body,

(NOTE: Clause (p)(vi) comes into force on Proclamation.)

but does not include

- (vii) the office of the Speaker of the Legislative Assembly and the office of a Member of the Legislative Assembly, or
- (viii) the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta, The Surrogate Court of Alberta or The Provincial Court of Alberta;
- (ix) repealed 1995 c17 s2;
- (q) "record" means a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- (r) "third party" means a person, a group of persons or an organization other than an applicant or a public body;
- (s) "trade secret" means information, including a formula, pattern, compilation, program, device, product, method, technique or process
  - (i) that is used, or may be used, in business or for any commercial purpose,
  - (ii) that derives independent economic value, actual or potential, from not being generally known to anyone who can obtain economic value from its disclosure or use,
  - (iii) that is the subject of reasonable efforts to prevent it from becoming generally known, and
  - (iv) the disclosure of which would result in significant harm or undue financial loss or gain.

## (2) Repealed 1995 c17 s2.

1994 cF-18.5 s1;1995 c17 s2;1995 c24 s100

Purposes of this  
Act

## 2 The purposes of this Act are

- (a) to allow any person a right of access to the records in the custody or under the control of a public body subject to limited and specific exceptions as set out in this Act,
- (b) to control the manner in which a public body may collect personal information from individuals, to control the use that a public body may make of that information and to control the disclosure by a public body of that information,
- (c) to allow individuals, subject to limited and specific exceptions as set out in this Act, a right of access to personal information about themselves that is held by a public body,
- (d) to allow individuals a right to request corrections to personal information about themselves that is held by a public body, and
- (e) to provide for independent reviews of decisions made by public bodies under this Act and the resolution of complaints under this Act.

1994 cF-18.5 s2;1995 c17 s3

Scope of this Act

## 3 This Act

- (a) is in addition to and does not replace existing procedures for access to information or records,
- (b) does not affect access to records
  - (i) deposited in the Provincial Archives of Alberta, or
  - (ii) deposited in the archives of a public body
 that were unrestricted before the coming into force of this Act,
- (c) does not limit the information otherwise available by law to a party to legal proceedings,
- (d) does not affect the power of any court or tribunal to compel a witness to testify or to compel the production of documents, and
- (e) does not prohibit the transfer, storage or destruction of any record in accordance with any other enactment of Alberta or Canada or a by-law of a local government body.

1994 cF-18.5 s3;1995 c17 s4

Records to which  
this Act applies

## 4(1) This Act applies to all records in the custody or under the control of a public body, including court administration records, but does not apply to the following:

- (a) information in a court file, a record of a judge of the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta, The Surrogate Court of Alberta or The Provincial Court of Alberta, a record of a master of the Court of Queen's Bench of Alberta, a record of a sitting justice of the peace, a judicial administration record or a record relating to support services provided to the judges of any of the courts referred to in this clause;

- (b) a personal note, communication or draft decision of a person who is acting in a judicial or quasi-judicial capacity including any authority designated by the Lieutenant Governor in Council to which the Administrative Procedures Act applies;
  - (c) a record that is created by or is in the custody or under the control of an officer of the Legislature and relates to the exercise of that officer's functions under an Act of Alberta;
  - (c.1) a record that is created by or is in the custody or under the control of the Ethics Commissioner and relates
    - (i) to the disclosure statements of deputy ministers and other senior officers that have been deposited with the Ethics Commissioner, or
    - (ii) to any advice relating to conflicts of interest whether or not the advice was given under the Conflicts of Interest Act;
  - (d) a question that is to be used on an examination or test;
  - (e) teaching materials or research information of employees of a post-secondary educational body;
- (NOTE: Subsection (1)(e) comes into force on Proclamation.)
- (f) material that has been deposited in the Provincial Archives of Alberta or the archives of a public body by or for a person or entity other than a public body;
  - (g) a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed;
  - (h) a record made from information
    - (i) in the Personal Property Registry,
    - (ii) in the office of the Registrar of Motor Vehicle Services,
    - (ii.1) in the office of the Registrar of Corporations,
    - (ii.2) in the office of the Registrar of Companies,
    - (iii) in a Land Titles Office,
    - (iv) in an office of a district registrar as defined in the Vital Statistics Act, or
    - (v) in a registry operated by a public body where public access to the registry is normally permitted;
  - (i) a record of an elected official of a local public body that is not in the custody or under the control of the local public body;
- (NOTE: Subsection (1)(i) comes into force on Proclamation.)
- (j) a personal record or constituency record of a member of the Executive Council;
  - (k) a record created by or for the office of the Speaker of the Legislative Assembly or the office of a Member of the Legislative Assembly that is in the custody or control of the Legislative Assembly Office;
  - (l) a record created by or for
    - (i) a member of the Executive Council,



(ii) a Member of the Legislative Assembly, or

(iii) a chair of a Provincial agency as defined in the Financial Administration Act who is a Member of the Legislative Assembly

that has been sent or is to be sent to a member of the Executive Council, a Member of the Legislative Assembly or a chair of a Provincial agency as defined in the Financial Administration Act who is a Member of the Legislative Assembly;

(m) a record in the custody or control of a treasury branch other than a record that relates to a non-arm's length transaction between the Government of Alberta and another party;

(n) a record of a credit union in the custody or control of the Credit Union Deposit Guarantee Corporation other than a record that relates to a non-arm's length transaction between the Government of Alberta and another party.

(2) In this section, "judicial administration record" means a record containing information relating to a judge of the Court of Appeal of Alberta, the Court of Queen's Bench of Alberta, The Surrogate Court of Alberta or The Provincial Court of Alberta or to a master of the Court of Queen's Bench of Alberta or a sitting justice of the peace, and includes

(a) the scheduling of judges and trials,

(b) the content of judicial training programs,

(c) statistics of judicial activity prepared by or for a judge, and

(d) any record of the Judicial Council for the Judges of The Provincial Court of Alberta.

(3) For the purposes of subsection (1)(m) and (n), a non-arm's length transaction is any transaction that has been approved

(a) by the Executive Council or any of its committees,

(b) by the Treasury Board or any of its committees, or

(c) by a member of the Executive Council.

(4) For the purposes of subsection (1)(n), "record of a credit union" means a record that originates from a credit union that is submitted to, or received by, the Credit Union Deposit Guarantee Corporation.

1994 cF-18.5 s4;1995 c17 s5

Relationship to  
other Acts

5(1) The head of a public body must refuse to disclose information to an applicant if the disclosure is prohibited or restricted by another enactment of Alberta.

(2) If a provision of this Act is inconsistent or in conflict with a provision of another enactment, the provision of this Act prevails unless

(a) another Act, or

(b) a regulation under this Act

expressly provides that the other Act or regulation, or a provision of it, prevails despite this Act.

(3) Two years after section 6 comes into force, subsection (1) of this section is repealed and subsection (2) of this section comes into force.

## PART 1

### FREEDOM OF INFORMATION

#### Division 1 Obtaining Access to Records

##### Information rights

6(1) An applicant has a right of access to any record in the custody or under the control of a public body, including a record containing personal information about the applicant.

(2) The right of access to a record does not extend to information excepted from disclosure under Division 2 of this Part, but if that information can reasonably be severed from a record, an applicant has a right of access to the remainder of the record.

(3) The right of access to a record is subject to the payment of any fee required by the regulations.

##### How to make a request

7(1) To obtain access to a record, a person must make a request to the public body that the person believes has custody or control of the record.

(2) A request must be in writing and must provide enough detail to enable the public body to identify the record.

(3) In a request, the applicant may ask

- (a) for a copy of the record, or
- (b) to examine the record.

##### Continuing request

8(1) The applicant may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years.

(2) The head of a public body granting a request that continues to have effect for a specified period must provide to the applicant

- (a) a schedule showing dates in the specified period on which the request will be deemed to have been received and explaining why those dates were chosen, and
- (b) a statement that the applicant may ask the Commissioner to review the schedule.

(3) This Act applies to a request that continues to have effect for a specified period as if a new request were made on each of the dates shown in the schedule.

##### Duty to assist applicants

9(1) The head of a public body must make every reasonable effort to assist applicants and to respond to each applicant openly, accurately and completely.

(2) The head of a public body must create a record for an applicant if

- (a) the record can be created from a record that is in electronic form and in the custody or under the control of the public body, using its normal computer hardware and software and technical expertise, and
- (b) creating the record would not unreasonably interfere with the operations of the public body.

Time limit for  
responding

**10(1)** The head of a public body must make every reasonable effort to respond to a request not later than 30 days after receiving it unless

- (a) that time limit is extended under section 13, or
- (b) the request has been transferred under section 14 to another public body.

**(2)** The failure of the head to respond to a request within the 30-day period or any extended period is to be treated as a decision to refuse access to the record.

Contents of  
response

**11(1)** In a response under section 10, the applicant must be told

- (a) whether access to the record or part of it is granted or refused,
- (b) if access to the record or part of it is granted, where, when and how access will be given, and
- (c) if access to the record or to part of it is refused,
  - (i) the reasons for the refusal and the provision of this Act on which the refusal is based,
  - (ii) the name, title, business address and business telephone number of an officer or employee of the public body who can answer the applicant's questions about the refusal, and
  - (iii) that the applicant may ask for a review of that decision by the Commissioner or an adjudicator, as the case may be.

**(2)** Despite subsection (1)(c)(i), the head of a public body may, in a response, refuse to confirm or deny the existence of

- (a) a record containing information described in section 17 or 19, or
- (b) a record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.

How access will  
be given

**12(1)** If an applicant is told under section 11(1) that access will be granted, the head of the public body must comply with this section.

**(2)** If the applicant has asked for a copy of a record and the record can reasonably be reproduced,

- (a) a copy of the record or part of it must be provided with the response, or
- (b) the applicant must be given reasons for any delay in providing the copy.

**(2.1)** If there will be a delay in providing the copy under subsection (2), the applicant must be told where, when and how the copy will be provided.

**(3)** If the applicant has asked to examine a record or for a copy of a record that cannot reasonably be reproduced, the applicant

- (a) must be permitted to examine the record or part of it, or
- (b) must be given access in accordance with the regulations.

1994 cF-18.5 s12;1995 c17 s6



Extending the  
time limit for  
responding

13(1) The head of a public body may extend the time for responding to a request for up to 30 days or, with the Commissioner's permission, for a longer period if

- (a) the applicant does not give enough detail to enable the public body to identify a requested record,
- (b) a large number of records is requested or must be searched and responding within the period set out in section 10 would unreasonably interfere with the operations of the public body,
- (c) more time is needed to consult with a third party or another public body before deciding whether or not to grant access to a record, or
- (d) a third party asks for a review under section 62(2) or 73(3).

(2) If the time is extended under subsection (1), the head of the public body must tell the applicant

- (a) the reason for the extension,
- (b) when a response can be expected, and
- (c) that the applicant may make a complaint to the Commissioner or an adjudicator, as the case may be, about the extension.

Transferring a  
request

14(1) Within 15 days after a request for access to a record is received by a public body, the head of the public body may transfer the request and, if necessary, the record to another public body if

- (a) the record was produced by or for the other public body,
- (b) the other public body was the first to obtain the record, or
- (c) the record is in the custody or under the control of the other public body.

(2) If a request is transferred under subsection (1),

- (a) the head of the public body who transferred the request must notify the applicant of the transfer as soon as possible, and
- (b) the head of the public body to which the request is transferred must make every reasonable effort to respond to the request not later than 30 days after receiving the request unless that time limit is extended under section 13.

1994 cF-18.5 s14;1995 c17 s7

## Division 2 Exceptions to Disclosure

Disclosure  
harmful to  
business  
interests of a  
third party

15(1) The head of a public body must refuse to disclose to an applicant information

- (a) that would reveal
  - (i) trade secrets of a third party, or
  - (ii) commercial, financial, labour relations, scientific or technical information of a third party,
- (b) that is supplied, explicitly or implicitly, in confidence, and

(c) the disclosure of which could reasonably be expected to

- (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
- (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,
- (iii) result in undue financial loss or gain to any person or organization, or
- (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

(2) The head of a public body must refuse to disclose to an applicant information that was collected on a tax return or collected for the purpose of determining tax liability or collecting a tax.

(3) Subsections (1) and (2) do not apply if

- (a) the third party consents to the disclosure,
- (b) an enactment of Alberta or Canada authorizes or requires the information to be disclosed,
- (c) the information relates to a non-arm's length transaction between the Government of Alberta and another party, or
- (d) the information is in a record that is in the custody or under the control of the Provincial Archives of Alberta or the archives of a public body and has been in existence for 50 years or more.

Disclosure  
harmful to  
personal privacy

16(1) The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's personal privacy.

(2) A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if

- (a) the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation,
- (b) the personal information was compiled and is identifiable as part of an investigation into a possible violation of law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation,
- (c) the personal information relates to eligibility for income assistance or social service benefits or to the determination of benefit levels,
- (d) the personal information relates to employment or educational history,
- (e) the personal information was collected on a tax return or gathered for the purpose of collecting a tax,
- (f) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations,
- (g) the personal information consists of the third party's name when
  - (i) it appears with other personal information about the third party, or

- (ii) the disclosure of the name itself would reveal personal information about the third party,

or

- (h) the personal information indicates the third party's racial or ethnic origin, or religious or political beliefs or associations.

(3) In determining under subsection (1) or (2) whether a disclosure of personal information constitutes an unreasonable invasion of a third party's personal privacy, the head of a public body must consider all the relevant circumstances, including whether

- (a) the disclosure is desirable for the purpose of subjecting the activities of the Government of Alberta or a public body to public scrutiny,
- (b) the disclosure is likely to promote public health and safety or the protection of the environment,
- (c) the personal information is relevant to a fair determination of the applicant's rights,
- (d) the disclosure will assist in researching or validating the claims, disputes or grievances of aboriginal people,
- (e) the third party will be exposed unfairly to financial or other harm,
- (f) the personal information has been supplied in confidence,
- (g) the personal information is likely to be inaccurate or unreliable, and
- (h) the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant.

(4) A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if

- (a) the third party has, in writing, consented to or requested the disclosure,
- (b) there are compelling circumstances affecting anyone's health or safety and notice of the disclosure is mailed to the last known address of the third party,
- (c) an Act of Alberta or Canada authorizes or requires the disclosure,
- (d) the disclosure is for research purposes and is in accordance with section 40,
- (e) the information is about the third party's classification, salary range, discretionary benefits or employment responsibilities as an officer, employee or member of a public body or as a member of the staff of a member of the Executive Council,
- (f) the disclosure reveals financial and other details of a contract to supply goods or services to a public body,
- (g) the disclosure reveals details of a licence, permit or other similar discretionary benefit granted to the third party by a public body,
- (h) the disclosure reveals details of a discretionary benefit of a financial nature granted to the third party by a public body, or
- (i) the personal information is about an individual who has been dead for 25 years or more.



Disclosure  
harmful to  
individual or  
public safety

17(1) The head of a public body may refuse to disclose to an applicant information, including personal information about the applicant, if the disclosure could reasonably be expected to

- (a) threaten anyone else's safety or mental or physical health, or
- (b) interfere with public safety.

(2) The head of a public body may refuse to disclose to an applicant personal information about the applicant if, in the opinion of a physician, a chartered psychologist or a psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety.

Confidential  
evaluations

18 The head of a public body may refuse to disclose to an applicant personal information that is evaluative or opinion material compiled solely for the purpose of determining the applicant's suitability, eligibility or qualifications for employment or for the awarding of government contracts or other benefits when the information is provided, explicitly or implicitly, in confidence.

Disclosure  
harmful to law  
enforcement

19(1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to

- (a) harm a law enforcement matter,
- (b) prejudice the defence of Canada or of any foreign state allied to or associated with Canada or harm the detection, prevention or suppression of espionage, sabotage or terrorism,
- (c) harm the effectiveness of investigative techniques and procedures currently used, or likely to be used, in law enforcement,
- (d) reveal the identity of a confidential source of law enforcement information,
- (e) deprive a person of the right to a fair trial or impartial adjudication,
- (f) reveal a record that has been confiscated from a person by a peace officer in accordance with a law,
- (g) facilitate the escape from custody of an individual who is being lawfully detained,
- (h) facilitate the commission of an unlawful act or hamper the control of crime,
- (i) reveal technical information relating to weapons or potential weapons,
- (j) harm the security of any property or system, including a building, a vehicle, a computer system or a communications system, or
- (k) reveal information in a correctional record supplied, explicitly or implicitly, in confidence.

(2) The head of a public body may refuse to disclose information to an applicant if the information

- (a) is in a law enforcement record and the disclosure could reasonably be expected to expose to civil liability the author of the record or an individual who has been quoted or paraphrased in the record, or

- (b) is about the history, supervision or release of an individual who is under the control or supervision of a correctional authority and the disclosure could reasonably be expected to harm the proper custody or supervision of that person.
- (3) The head of a public body must refuse to disclose information to an applicant if the information is in a law enforcement record and the disclosure would be an offence under an Act of Canada.
- (4) Subsections (1) and (2) do not apply to
  - (a) a report prepared in the course of routine inspections by an agency that is authorized to enforce compliance with an Act of Alberta, or
  - (b) a report, including statistical analysis, on the degree of success achieved in a law enforcement program unless disclosure of the report could reasonably be expected to interfere with or harm any of the matters referred to in subsection (1) or (2).
- (5) After a police investigation is completed, the head of a public body may disclose under this section the reasons for a decision not to prosecute
  - (a) to a person who knew of and was significantly interested in the investigation, including a victim or a relative or friend of a victim, or
  - (b) to any other member of the public, if the fact of the investigation was made public.

1994 cF-18.5 s19;1995 c17 s8

Disclosure  
harmful to  
intergovern-  
mental relations

- 20(1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to
- (a) harm relations between the Government of Alberta or its agencies and any of the following or their agencies:
    - (i) the Government of Canada or a province or territory of Canada,
    - (ii) a local government body,
    - (iii) the government of a foreign state, or
    - (iv) an international organization of states,
  - or
  - (b) reveal information supplied, explicitly or implicitly, in confidence by a government, local government body or an organization listed in clause (a) or its agencies.

- (2) The head of a public body may disclose information referred to in subsection (1)(a) only with the consent of the Minister in consultation with the Executive Council.
- (3) The head of a public body may disclose information referred to in subsection (1)(b) only with the consent of the government, local government body or organization that supplies the information, or its agency.
- (4) This section does not apply to information that has been in existence in a record for 15 years or more.

1994 cF-18.5 s20;1995 c17 s9

Cabinet and  
Treasury Board  
confidences

- 21(1) The head of a public body must refuse to disclose to an applicant information that would reveal the substance of deliberations of the Executive Council or any of its committees or of the Treasury Board or any of its committees, including any advice,

recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees or to the Treasury Board or any of its committees.

(2) Subsection (1) does not apply to

- (a) information in a record that has been in existence for 15 years or more,
- (b) information in a record of a decision made by the Executive Council or any of its committees on an appeal under an Act, or
- (c) information in a record the purpose of which is to present background facts to the Executive Council or any of its committees or to the Treasury Board or any of its committees for consideration in making a decision if
  - (i) the decision has been made public,
  - (ii) the decision has been implemented, or
  - (iii) 5 years or more have passed since the decision was made or considered.

Local public  
body  
confidences

**22(1)** The head of a local public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal

- (a) a draft of a resolution, by-law or other legal instrument by which the local public body acts, or
- (b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.

(2) Subsection (1) does not apply if

- (a) the draft of the resolution, by-law or other legal instrument or the subject-matter of the deliberation has been considered in a meeting open to the public, or
- (b) the information referred to in that subsection is in a record that has been in existence for 15 years or more.

Advice from  
officials

**23(1)** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal

- (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council,
- (b) consultations or deliberations involving
  - (i) officers or employees of a public body,
  - (ii) a member of the Executive Council, or
  - (iii) the staff of a member of the Executive Council,
- (c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations,
- (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented,



- (e) the contents of draft legislation, regulations and orders of members of the Executive Council or the Lieutenant Governor in Council,
  - (f) the contents of agendas or minutes of meetings of an agency, board, commission, corporation, office or other body that is a public body, or
  - (g) information, including the proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.
- (2) This section does not apply to information that
- (a) has been in existence for 15 years or more,
  - (b) is a statement of the reasons for a decision that is made in the exercise of a discretionary power or an adjudicative function,
  - (c) is the result of product or environmental testing carried out by or for a public body, unless the testing was done
    - (i) for a fee as a service to a person other than a public body, or
    - (ii) for the purpose of developing methods of testing or testing products for possible purchase,
  - (d) is a statistical survey,
  - (e) is the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal,
  - (f) is an instruction or guideline issued to the officers or employees of a public body, or
  - (g) is a substantive rule or statement of policy that has been adopted by a public body for the purpose of interpreting an Act or regulation or administering a program or activity of the public body.

Disclosure  
harmful to  
economic and  
other interests of  
a public body

24(1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm the economic interest of a public body or the Government of Alberta or the ability of the Government to manage the economy, including the following information:

- (a) trade secrets of a public body or the Government of Alberta;
- (b) financial, commercial, scientific, technical or other information in which a public body or the Government of Alberta has a proprietary interest or a right of use and that has, or is reasonably likely to have, monetary value;
- (c) information the disclosure of which could reasonably be expected to
  - (i) result in financial loss to,
  - (ii) prejudice the competitive position of, or
  - (iii) interfere with contractual or other negotiations of,
 the Government of Alberta or a public body;
- (d) scientific or technical information obtained through research by an employee of a public body, the disclosure of which could reasonably be expected to deprive the employee or public body of priority of publication.

(2) The head of a public body must not refuse to disclose under subsection (1) the results of product or environmental testing carried out by or for a public body, unless the testing was done

- (a) for a fee as a service to a person, other than the public body, or
- (b) for the purpose of developing methods of testing or testing products for possible purchase.

Testing  
procedures, tests  
and audits

25 The head of a public body may refuse to disclose to an applicant information relating to

- (a) testing or auditing procedures or techniques, or
- (b) details of specific tests to be given or audits to be conducted,

if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

Privileged  
information

26(1) The head of a public body may refuse to disclose to an applicant

- (a) information that is subject to any type of legal privilege, including solicitor-client privilege or parliamentary privilege,
- (b) information prepared by or for an agent or lawyer of the Minister of Justice and Attorney General or a public body in relation to a matter involving the provision of legal services, or
- (c) information in correspondence between an agent or lawyer of the Minister of Justice and Attorney General or a public body and any other person in relation to a matter involving the provision of advice or other services by the agent or lawyer.

(2) The head of a public body must refuse to disclose information described in subsection (1)(a) that relates to a person other than a public body.

(3) Only the Speaker of the Legislative Assembly may determine whether information is subject to parliamentary privilege.

1994 cF-18.5 s26;1995 c17 s10

Disclosure  
harmful to the  
conservation of  
heritage sites,  
etc.

27 The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of

- (a) any historic resource as defined in the Historical Resources Act, or
- (b) any rare, endangered, threatened or vulnerable form of life.

1994 cF-18.5 s27;1995 c17 s11

Information that  
is or will be  
available to the  
public

28(1) The head of a public body may refuse to disclose to an applicant information

- (a) that is available for purchase by the public, or
- (b) that is to be published or released to the public within 60 days after the applicant's request is received.

(2) The head of a public body must notify an applicant of the publication or release of information that the head has refused to disclose under subsection (1)(b).

(3) If the information is not published or released within 60 days after the applicant's request is received, the head of the public body must reconsider the request as if it were a new request received on the last day of that period, and access to the information requested must not be refused under subsection (1)(b).

### Division 3 Third Party Intervention

Notifying the third  
party

29(1) When the head of a public body is considering giving access to a record that may contain information

- (a) that affects the interests of a third party under section 15, or
- (b) the disclosure of which would be an unreasonable invasion of a third party's personal privacy under section 16,

the head must, subject to section 28, where practicable and as soon as practicable, give written notice to the third party in accordance with subsection (3).

(2) If the head of a public body does not intend to give access to a record that contains information excepted from disclosure under section 15 or 16, the head may give written notice to the third party in accordance with subsection (3).

(3) A notice under this section must

- (a) state that a request has been made for access to a record that may contain information the disclosure of which would affect the interests or invade the personal privacy of the third party,
- (b) include a copy of the record or part of it containing the information in question or describe the contents of the record, and
- (c) state that, within 20 days after the notice is given, the third party may, in writing, consent to the disclosure or make representations to the public body explaining why the information should not be disclosed.

(4) When notice is given under subsection (1), the head of the public body must also give the applicant a notice stating that

- (a) the record requested by the applicant may contain information the disclosure of which would affect the interests or invade the personal privacy of a third party,
- (b) the third party is being given an opportunity to make representations concerning disclosure, and
- (c) a decision will be made within 30 days after the day notice is given under subsection (1).

Time limit and  
notice of  
decision

30(1) Within 30 days after notice is given pursuant to section 29(1) or (2), the head of the public body must decide whether or not to give access to the record or to part of the record, but no decision may be made before the earlier of

- (a) 21 days after the day notice is given, and
- (b) the day a response is received from the third party.

(2) On reaching a decision under subsection (1), the head of the public body must give written notice of the decision, including reasons for the decision, to the applicant and the third party.

(3) If the head of the public body decides to give access to the record or part of the record, the notice under subsection (2) must state that the applicant will be given access unless the third party asks for a review under Part 4 within 20 days after that notice is given.

(4) If the head of the public body decides not to give access to the record or part of the record, the notice under subsection (2) must state that the applicant may ask for a review under Part 4.

#### Division 4 Public Health and Safety

Information must  
be disclosed if in  
the public  
interest

31(1) Whether or not a request for access is made, the head of a public body must, without delay, disclose to the public, to an affected group of people, to any person or to an applicant

- (a) information about a risk of significant harm to the environment or to the health or safety of the public, of the affected group of people, of the person or of the applicant, or
- (b) information the disclosure of which is, for any other reason, clearly in the public interest.

(2) Subsection (1) applies despite any other provision of this Act.

(3) Before disclosing information under subsection (1), the head of a public body must, where practicable,

- (a) notify any third party to whom the information relates,
- (b) give the third party an opportunity to make representations relating to the disclosure, and
- (c) notify the Commissioner.

(4) If it is not practicable to comply with subsection (3), the head of the public body must mail a notice of disclosure in the prescribed form

- (a) to the last known address of the third party, and
- (b) to the Commissioner.

## PART 2

### PROTECTION OF PRIVACY

#### Division 1 Collection of Personal Information

Purpose of  
collection of  
information

32 No personal information may be collected by or for a public body unless

- (a) the collection of that information is expressly authorized by or under an Act of Alberta or Canada,
- (b) that information is collected for the purposes of law enforcement, or
- (c) that information relates directly to and is necessary for an operating program or activity of the public body.

Manner of  
collection of  
information

33(1) A public body must collect personal information directly from the individual the information is about unless



- (a) another method of collection is authorized by
    - (i) that individual,
    - (ii) another Act or a regulation under another Act, or
    - (iii) the Commissioner under section 51(1)(h) of this Act,
  - (b) the information may be disclosed to the public body under Division 2 of this Part,
  - (c) the information is collected for the purpose of law enforcement,
  - (d) the information is collected for the purpose of collecting a fine or a debt owed to the Government of Alberta or a public body,
  - (e) the information concerns the history, release or supervision of an individual under the control or supervision of a correctional authority,
  - (f) the information is collected for use in the provision of legal services to the Government of Alberta or a public body,
  - (g) the information is necessary
    - (i) to determine the eligibility of an individual to participate in a program of or receive a benefit, product or service from the Government of Alberta or a public body and is collected in the course of processing an application made by or on behalf of the individual the information is about, or
    - (ii) to verify the eligibility of an individual who is participating in a program of or receiving a benefit, product or service from the Government of Alberta or a public body and is collected for that purpose,
  - (h) the information is collected for the purpose of informing the Public Trustee or the Public Guardian about potential clients,
  - (i) the information is collected for the purpose of enforcing a maintenance order under the Maintenance Enforcement Act,
  - (j) the information is collected for the purpose of managing or administering personnel of the Government of Alberta or a public body, or
  - (k) the information is collected for the purpose of assisting in researching or validating the claims, disputes or grievances of aboriginal people.
- (2) A public body that collects personal information that is required by subsection (1) to be collected directly from the individual the information is about must inform the individual of
- (a) the purpose for which the information is collected,
  - (b) the specific legal authority for the collection, and
  - (c) the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.
- (3) Subsections (1) and (2) do not apply if, in the opinion of the head of the public body concerned, compliance with them might result in the collection of inaccurate information.

Accuracy of  
personal  
information

34 If an individual's personal information will be used by a public body to make a decision that directly affects the individual, the public body must

- (a) make every reasonable effort to ensure that the information is accurate and complete, and
- (b) retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

Right to request  
correction of  
personal  
information

35(1) An applicant who believes there is an error or omission in the applicant's personal information may request the head of the public body that has the information in its custody or under its control to correct the information.

(2) If no correction is made in response to a request under subsection (1), the head of the public body must annotate or link the information with the correction that was requested but not made.

(3) On correcting, annotating or linking personal information under this section, the head of the public body must notify any other public body or any third party to whom that information has been disclosed during the one year before the correction was requested that a correction, annotation or linkage has been made.

(4) On being notified under subsection (3) of a correction, annotation or linkage of personal information, a public body must make the correction, annotation or linkage on any record of that information in its custody or under its control.

(5) Within 30 days after the request under subsection (1) is received, the head of the public body must give written notice to the individual that

- (a) the correction has been made, or
- (b) an annotation or linkage has been made pursuant to subsection (2).

(6) Section 13 applies to the period set out in subsection (5).

Protection of  
personal  
information

36 The head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

## Division 2

### Use and Disclosure of Personal Information by Public Bodies

Use of personal  
information

37 A public body may use personal information only

- (a) for the purpose for which the information was collected or compiled or for a use consistent with that purpose,
- (b) if the individual the information is about has identified the information and consented, in the prescribed manner, to the use, or
- (c) for a purpose for which that information may be disclosed to that public body under section 38, 40 or 41.

Disclosure of  
personal  
information

38(1) A public body may disclose personal information only

- (a) in accordance with Part 1,
- (b) for the purpose for which the information was collected or compiled or for a use consistent with that purpose,

- (c) if the individual the information is about has identified the information and consented, in the prescribed manner, to the disclosure,
- (d) for the purpose of complying with an enactment of Alberta or Canada or with a treaty, arrangement or agreement made under an enactment of Alberta or Canada,
- (e) for any purpose in accordance with an enactment of Alberta or Canada that authorizes or requires the disclosure,
- (f) for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body having jurisdiction to compel the production of information or with a rule of court that relates to the production of information,
- (g) to an officer or employee of the public body or to a member of the Executive Council, if the information is necessary for the performance of the duties of the officer, employee or member,
- (h) for the purpose of enforcing a legal right that the Government of Alberta or a public body has against any person,
- (i) for the purpose of
  - (i) collecting a fine or debt owing by an individual to the Government of Alberta or to a public body, or to an assignee of either of them, or
  - (ii) making a payment owing by the Government of Alberta or by a public body to an individual,
- (j) for the purpose of determining an individual's suitability or eligibility for a program or benefit,
- (k) to the Auditor General or any other prescribed person or body for audit purposes,
- (l) to a member of the Legislative Assembly who has been requested by the individual the information is about to assist in resolving a problem,
- (m) to a representative of a bargaining agent who has been authorized in writing by the employee the information is about to make an inquiry,
- (n) to the Provincial Archives of Alberta or to the archives of a public body for permanent preservation,
- (o) to a public body or a law enforcement agency in Canada to assist in an investigation
  - (i) undertaken with a view to a law enforcement proceeding, or
  - (ii) from which a law enforcement proceeding is likely to result,
- (p) if the public body is a law enforcement agency and the information is disclosed
  - (i) to another law enforcement agency in Canada, or
  - (ii) to a law enforcement agency in a foreign country under an arrangement, written agreement, treaty or legislative authority,
- (q) so that the next of kin or a friend of an injured, ill or deceased individual may be contacted,
- (r) in accordance with section 40 or 41,

- (s) to an expert for the purposes of section 17(2),
- (t) for use in a proceeding before a court or quasi-judicial body to which the Government of Alberta or a public body is a party,
- (u) when disclosure is by the Minister of Justice and Attorney General or an agent or lawyer of the Minister of Justice and Attorney General to a place of lawful detention,
- (v) for the purpose of managing or administering personnel of the Government of Alberta or a public body,
- (w) to the Director of Maintenance Enforcement for the purpose of enforcing a maintenance order under the Maintenance Enforcement Act,
- (x) to an officer of the Legislature, if the information is necessary for the performance of the duties of that officer,
- (y) for the purpose of supervising an individual under the control or supervision of a correctional authority,
- (z) when the information is available to the public, or
- (aa) to a relative of a deceased individual if, in the opinion of the head of the public body, the disclosure is not an unreasonable invasion of the deceased's personal privacy.

(2) Only information that is reasonably required may be disclosed under subsection (1)(i).

1994 cF-18.5 s38; 1995 c17 s12

Consistent  
purposes

**39** For the purposes of sections 37(a) and 38(b), a use or disclosure of personal information is consistent with the purpose for which the information was collected or compiled if the use or disclosure

- (a) has a reasonable and direct connection to that purpose, and
- (b) is necessary for performing the statutory duties of, or for operating a legally authorized program of, the public body that uses or discloses the information.

Disclosure for  
research or  
statistical  
purposes

**40** A public body may disclose personal information for a research purpose, including statistical research, only if

- (a) the research purpose cannot reasonably be accomplished unless that information is provided in individually identifiable form or the research purpose has been approved by the Commissioner,
- (b) any record linkage is not harmful to the individuals the information is about and the benefits to be derived from the record linkage are clearly in the public interest,
- (c) the head of the public body has approved conditions relating to the following:
  - (i) security and confidentiality,
  - (ii) the removal or destruction of individual identifiers at the earliest reasonable time, and
  - (iii) the prohibition of any subsequent use or disclosure of the information in individually identifiable form without the express authorization of that public body,



and

- (d) the person to whom the information is disclosed has signed an agreement to comply with the approved conditions, this Act and any of the public body's policies and procedures relating to the confidentiality of personal information.

Disclosure for  
research  
purposes

41 The Provincial Archives of Alberta and the archives of a public body may disclose personal information for research purposes if

- (a) the disclosure would not be an unreasonable invasion of personal privacy under section 16,
- (b) the disclosure is in accordance with section 40,
- (c) the information is about someone who has been dead for 25 years or more, or
- (d) the information is in a record that has been in existence for 75 years or more.

### PART 3

#### OFFICE AND POWERS OF INFORMATION AND PRIVACY COMMISSIONER

Definition

42 In this Part, "Standing Committee" means the Standing Committee on Legislative Offices.

Appointment of  
Commissioner

43(1) The Lieutenant Governor in Council, on the recommendation of the Legislative Assembly, must appoint an Information and Privacy Commissioner to carry out the duties and functions set out in this Act.

(2) The Commissioner is an officer of the Legislature.

(3) The Commissioner may not be a member of the Legislative Assembly.

Term of office

44(1) Except as provided for in section 45, the Commissioner holds office for a term of 5 years.

(2) A person holding office as Commissioner continues to hold office after the expiry of that person's term of office until that person is reappointed, a successor is appointed or a period of 6 months has expired, whichever occurs first.

(3) A person is eligible for reappointment as Commissioner.

Resignation,  
removal or  
suspension of  
Commissioner

45(1) The Commissioner may resign at any time by notifying the Speaker of the Legislative Assembly or, if there is no Speaker or the Speaker is absent from Alberta, by notifying the Clerk of the Legislative Assembly.

(2) The Lieutenant Governor in Council must remove the Commissioner from office or suspend the Commissioner for cause or incapacity on the recommendation of the Legislative Assembly.

(3) If the Legislative Assembly is not sitting, the Lieutenant Governor in Council may suspend the Commissioner for cause or incapacity on the recommendation of the Standing Committee.

Acting  
Commissioner

46(1) The Lieutenant Governor in Council, on the recommendation of the Standing Committee, may appoint an acting Commissioner if

- (a) the office of Commissioner is or becomes vacant when the Legislative Assembly is not sitting,
  - (b) the Commissioner is suspended when the Legislative Assembly is not sitting, or
  - (c) the Commissioner is removed or suspended or the office of the Commissioner becomes vacant when the Legislative Assembly is sitting, but no recommendation is made by the Assembly under section 43(1) before the end of the session.
- (2) The Lieutenant Governor in Council may appoint an acting Commissioner if the Commissioner is temporarily absent because of illness or for another reason.
- (3) An acting Commissioner holds office until
- (a) a person is appointed under section 43(1),
  - (b) the suspension of the Commissioner ends, or
  - (c) the Commissioner returns to office after a temporary absence.

## Remuneration

4.7 The Commissioner must be remunerated as determined by the Standing Committee, and it must review that remuneration at least once a year.

## Oath

48(1) Before beginning the duties of office, the Commissioner must take an oath to faithfully and impartially perform the duties of the office and not to disclose any information received by the Office of the Information and Privacy Commissioner under this Act except as provided in this Act.

(2) The oath must be administered by the Speaker of the Legislative Assembly or the Clerk of the Legislative Assembly.

Office of the  
Commissioner

49(1) There may be a part of the public service of Alberta called the Office of the Information and Privacy Commissioner consisting of the Commissioner and those persons employed pursuant to the Public Service Act that are necessary to assist the Commissioner in carrying out the Commissioner's duties and functions under this or any other enactment.

(2) The Commissioner may engage the services of any persons necessary to assist the Commissioner in carrying out the Commissioner's duties and functions.

(3) On the recommendation of the Commissioner, the Standing Committee may order that

- (a) any regulation, order or directive made under the Financial Administration Act, or
- (b) any regulation, order, directive, rule, procedure, direction, allocation, designation or other decision under the Public Service Act,

does not apply to, or is varied in respect of, the Office of the Information and Privacy Commissioner or any particular employee or class of employees in the Office.

(4) An order made under subsection (3)(a) operates despite section 2 of the Financial Administration Act.

(5) The Regulations Act does not apply to orders made under subsection (3).

(6) The chair of the Standing Committee must lay a copy of each order made under subsection (3) before the Legislative Assembly if it is then sitting or, if it is not then sitting, within 15 days after the start of the next sitting.

(7) Every person employed or engaged by the Office of the Information and Privacy Commissioner must, before beginning to perform duties under this Act, take an oath, to be administered by the Commissioner, not to disclose any information received by that person under this Act except as provided in this Act.

Financing of  
operations

50(1) The Commissioner must submit to the Standing Committee in respect of each fiscal year an estimate of the public money that will be required to be provided by the Legislature to defray the several charges and expenses of the Office of the Information and Privacy Commissioner in that fiscal year.

(2) The Standing Committee must review each estimate submitted pursuant to subsection (1) and, on the completion of the review, the chair of the Committee must transmit the estimate to the Provincial Treasurer for presentation to the Legislative Assembly.

(3) If at any time the Legislative Assembly is not in session the Standing Committee, or if there is no Standing Committee, the Provincial Treasurer,

(a) reports that the Commissioner has certified that in the public interest, an expenditure of public money is urgently required in respect to any matter pertaining to the Commissioner's office, and

(b) reports that either

(i) there is no supply vote under which an expenditure with respect to that matter may be made, or

(ii) there is a supply vote under which an expenditure with respect to that matter may be made but the authority available under the supply vote is insufficient,

the Lieutenant Governor in Council may order a special warrant to be prepared to be signed by himself authorizing the expenditure of the amount estimated to be required.

(4) When the Legislative Assembly is adjourned for a period of more than 14 days, then, for the purposes of subsection (3), the Assembly shall be deemed not to be in session during the period of the adjournment.

(5) When a special warrant is prepared and signed under subsection (3) on the basis of a report referred to in subsection (3)(b)(i), the authority to spend the amount of money specified in the special warrant for the purpose specified in the special warrant is deemed to be a supply vote for the purposes of the Financial Administration Act for the fiscal year in which the special warrant is signed.

(6) When a special warrant is prepared and signed under subsection (3) on the basis of a report referred to in subsection (3)(b)(ii), the authority to spend the amount of money specified in the special warrant is, for the purposes of the Financial Administration Act, added to and deemed to be part of the supply vote to which the report relates.

(7) When a special warrant has been prepared and signed pursuant to this section, the amounts authorized by it are deemed to be included in, and not to be in addition to, the amounts authorized by the Act, not being an Act for interim supply, enacted next after it for granting to Her Majesty sums of money to defray certain expenditures of the Public Service of Alberta.

General powers  
of Commissioner

**51(1)** In addition to the Commissioner's powers and duties under Part 4 with respect to reviews, the Commissioner is generally responsible for monitoring how this Act is administered to ensure that its purposes are achieved, and may

- (a) conduct investigations to ensure compliance with any provision of this Act or compliance with rules relating to the destruction of records set out in
  - (i) any other enactment of Alberta, or
  - (ii) a by-law or other legal instrument by which a local public body acts,

(NOTE: Clause (a)(ii) comes into force on Proclamation.)

- (b) make an order described in section 68(3) whether or not a review is requested,
- (c) inform the public about this Act,
- (d) receive comments from the public concerning the administration of this Act,
- (e) engage in or commission research into anything affecting the achievement of the purposes of this Act,
- (f) comment on the implications for freedom of information or for protection of personal privacy of proposed legislative schemes or programs of public bodies,
- (g) comment on the implications for protection of personal privacy of using or disclosing personal information for record linkage,
- (h) authorize the collection of personal information from sources other than the individual the information is about,
- (i) bring to the attention of the head of a public body any failure to meet the prescribed standards for fulfilling the duty to assist applicants, and
- (j) give advice and recommendations of general application to the head of a public body on matters respecting the rights or obligations of a head under this Act.

**(2)** Without limiting subsection (1), the Commissioner may investigate and attempt to resolve complaints that

- (a) a duty imposed by section 9 has not been performed,
- (b) an extension of time for responding to a request is not in accordance with section 13,
- (c) a fee required under this Act is inappropriate,
- (d) a correction of personal information requested under section 35(1) has been refused without justification, and
- (e) personal information has been collected, used or disclosed by a public body in violation of Part 2.

1994 cF-18.5 s51;1995 c17 s16

Advice and  
recom-  
mendations

**52(1)** The head of a public body may ask the Commissioner to give advice and recommendations on any matter respecting any rights or duties under this Act.

**(2)** The Commissioner may in writing provide the head with advice and recommendations that

- (a) state the material facts either expressly or by incorporating facts stated by the head,



- (b) are based on the facts referred to in clause (a), and
- (c) may be based on any other considerations the Commissioner considers appropriate.

Power to  
authorize a  
public body to  
disregard  
requests

53 If the head of a public body asks, the Commissioner may authorize the public body to disregard requests under section 7(1) that, because of their repetitious or systematic nature, would unreasonably interfere with the operations of the public body or amount to an abuse of the right to access.

Powers of  
Commissioner in  
conducting  
investigations or  
inquiries

54(1) In conducting an investigation under section 51(1)(a) or an inquiry under section 66 or in giving advice and recommendations under section 52, the Commissioner has all the powers, privileges and immunities of a commissioner under the Public Inquiries Act and the powers given by subsection (2) of this section.

(2) The Commissioner may require any record to be produced to the Commissioner and may examine any information in a record, including personal information whether or not the record is subject to the provisions of this Act.

(3) Despite any other enactment or any privilege of the law of evidence, a public body must produce to the Commissioner within 10 days any record or a copy of any record required under subsection (1) or (2).

(4) If a public body is required to produce a record under subsection (1) or (2) and it is not practicable to make a copy of the record, the head of that public body may require the Commissioner to examine the original at its site.

(5) After completing a review or investigating a complaint, the Commissioner must return any record or any copy of any record produced.

Statements made  
to the  
Commissioner  
not admissible in  
evidence

55(1) A statement made or an answer given by a person during an investigation or inquiry by the Commissioner is inadmissible in evidence in court or in any other proceeding, except

- (a) in a prosecution for perjury in respect of sworn testimony,
- (b) in a prosecution for an offence under this Act, or
- (c) in an application for judicial review or an appeal from a decision with respect to that application.

(2) Subsection (1) applies also in respect of evidence of the existence of proceedings conducted before the Commissioner.

Privileged  
information

56 Anything said, any information supplied or any record produced by a person during an investigation or inquiry by the Commissioner is privileged in the same manner as if the investigation or inquiry were a proceeding in a court.

Restrictions on  
disclosure of  
information by  
the  
Commissioner  
and staff

57(1) The Commissioner and anyone acting for or under the direction of the Commissioner must not disclose any information obtained in performing their duties, powers and functions under this Act, except as provided in subsections (2) to (5).

(2) The Commissioner may disclose, or may authorize anyone acting for or under the direction of the Commissioner to disclose, information that is necessary to

- (a) conduct an investigation or inquiry under this Act, or
- (b) establish the grounds for findings and recommendations contained in a report under this Act.

(3) In conducting an investigation or inquiry under this Act and in a report under this Act, the Commissioner and anyone acting for or under the direction of the Commissioner must take every reasonable precaution to avoid disclosing and must not disclose

- (a) any information the head of a public body would be required or authorized to refuse to disclose if it were contained in a record requested under section 7(1), or
- (b) whether information exists, if the head of a public body in refusing to provide access does not indicate whether the information exists.

(4) The Commissioner may disclose to the Minister of Justice and Attorney General information relating to the commission of an offence against an enactment of Alberta or Canada if the Commissioner considers there is evidence of an offence.

(5) The Commissioner may disclose, or may authorize anyone acting for or under the direction of the Commissioner to disclose, information in the course of a prosecution, application or appeal referred to in section 55.

Protection of  
Commissioner  
and staff

58 No proceedings lie against the Commissioner, or against a person acting for or under the direction of the Commissioner, for anything done, reported or said in good faith in the exercise or performance or the intended exercise or performance of a duty, power or function under this Part or Part 4.

Delegation by  
Commissioner

59(1) The Commissioner may delegate to any person any duty, power or function of the Commissioner under this Act, except

- (a) the power to delegate under this section,
- (b) the power to examine information described in section 19 or 21, and
- (c) the duties, powers and functions specified in section 51(1)(b), 53 or 68.

(2) A delegation under subsection (1) must be in writing and may contain any conditions or restrictions the Commissioner considers appropriate.

Role of  
Ombudsman

60 The Ombudsman may not investigate any matter that the Commissioner has the power to investigate or review under this Act, unless the Commissioner agrees.

Annual report of  
Commissioner

61(1) The Commissioner must report annually to the Speaker of the Legislative Assembly on

- (a) the work of the Commissioner's office,
- (b) any complaints or reviews resulting from a decision, act or failure to act of the Commissioner as head of a public body, and
- (c) such other matters relating to freedom of information and protection of personal privacy as the Commissioner considers appropriate.

(2) The Speaker must lay each annual report before the Legislative Assembly as soon as possible.

1994 cF-18.5 s61;1995 c17 s16

## PART 4

## REVIEWS AND COMPLAINTS

## Division 1

## Reviews by the Commissioner

Right to ask for a  
review

62(1) A person who makes a request to the head of a public body for access to a record or for correction of personal information may ask the Commissioner to review any decision, act or failure to act of the head that relates to the request.

(2) A third party notified under section 30 of a decision by the head of a public body to give access may ask the Commissioner to review that decision.

(3) A person who believes that the person's own personal information has been collected, used or disclosed in violation of Part 2 may ask the Commissioner to review that matter.

(3.1) A relative of a deceased individual may ask the Commissioner to review a decision of a head of a public body under section 38(aa) not to disclose personal information.

(4) This section does not apply

- (a) to a decision, act or failure to act of the Commissioner when acting as the head of the office of the Information and Privacy Commissioner,
- (b) to a decision by the Speaker of the Legislative Assembly that a record is subject to parliamentary privilege, or
- (c) if the person who is appointed as the Commissioner is, at the same time, appointed as any other officer of the Legislature, to a decision, act or failure to act of that person when acting as the head of that office.

1994 cF-18.5 s62;1995 c17 s13

How to ask for a  
review

63(1) To ask for a review under this Division, a written request must be delivered to the Commissioner.

(2) A request for a review under section 62(1) or (3) of a decision of the head of a public body must be delivered within

- (a) 60 days after the person asking for the review is notified of the decision, or
- (b) any longer period allowed by the Commissioner.

(3) The failure of the head of a public body to respond in time to a request for access to a record is to be treated as a decision to refuse access, but the time limit in subsection (2)(a) for delivering a request for review does not apply.

Notifying others  
of review

64 On receiving a request for a review, the Commissioner must as soon as practicable

- (a) give a copy of the request
  - (i) to the head of the public body concerned, and
  - (ii) to any other person who in the opinion of the Commissioner is affected by the request,

and

- (b) provide a summary of the review procedures and an anticipated date for a decision on the review
  - (i) to the person who asked for the review,
  - (ii) to the head of the public body concerned, and
  - (iii) to any other person who in the opinion of the Commissioner is affected by the request.

Mediation may  
be authorized

65 The Commissioner may authorize a mediator to investigate and try to settle any matter that is the subject of a request for a review.

Inquiry by  
Commissioner

66(1) If a matter is not settled under section 65, the Commissioner must conduct an inquiry and may decide all questions of fact and law arising in the course of the inquiry.

(2) An inquiry under subsection (1) may be conducted in private.

(3) The person who asked for the review, the head of the public body concerned and any other person given a copy of the request for the review must be given an opportunity to make representations to the Commissioner during the inquiry, but no one is entitled to be present during, to have access to or to comment on representations made to the Commissioner by another person.

(4) The Commissioner may decide whether the representations are to be made orally or in writing.

(5) The person who asked for the review, the head of the public body concerned and any other person given a copy of the request for the review may be represented at the inquiry by counsel or an agent.

(6) An inquiry under this section must be completed within 90 days after receiving the request for the review unless the Commissioner

- (a) notifies the person who asked for the review, the head of the public body concerned and any other person given a copy of the request for the review that the Commissioner is extending that period, and

- (b) provides an anticipated date for the completion of the review.

Burden of proof

67(1) If the inquiry relates to a decision to refuse an applicant access to all or part of a record, it is up to the head of the public body to prove that the applicant has no right of access to the record or part of the record.

(2) Despite subsection (1), if the record or part of the record that the applicant is refused access to contains personal information about a third party, it is up to the applicant to prove that disclosure of the information would not be an unreasonable invasion of the third party's personal privacy.

(3) If the inquiry relates to a decision to give an applicant access to all or part of a record containing information about a third party,

- (a) in the case of personal information, it is up to the applicant to prove that disclosure of the information would not be an unreasonable invasion of the third party's personal privacy, and

- (b) in any other case, it is up to the third party to prove that the applicant has no right of access to the record or part of the record.



Commissioner's  
orders

**68(1)** On completing an inquiry under section 66, the Commissioner must dispose of the issues by making an order under this section.

**(2)** If the inquiry relates to a decision to give or to refuse to give access to all or part of a record, the Commissioner may, by order, do the following:

- (a) require the head to give the applicant access to all or part of the record, if the Commissioner determines that the head is not authorized or required to refuse access;
- (b) either confirm the decision of the head or require the head to reconsider it, if the Commissioner determines that the head is authorized to refuse access;
- (c) require the head to refuse access to all or part of the record, if the Commissioner determines that the head is required to refuse access.

**(3)** If the inquiry relates to any other matter, the Commissioner may, by order, do one or more of the following:

- (a) require that a duty imposed by this Act or the regulations be performed;
- (b) confirm or reduce the extension of a time limit under section 13;
- (c) confirm or reduce a fee or order a refund, in the appropriate circumstances, including if a time limit is not met;
- (d) confirm a decision not to correct personal information or specify how personal information is to be corrected;
- (e) require a public body to stop collecting, using or disclosing personal information in violation of Part 2;
- (f) require the head of a public body to destroy personal information collected in violation of this Act.

**(4)** The Commissioner may specify any terms or conditions in an order made under this section.

**(5)** The Commissioner must give a copy of an order made under this section

- (a) to the person who asked for the review,
- (b) to the head of the public body concerned,
- (c) to any other person given a copy of the request for the review, and
- (d) to the Minister.

**(6)** A copy of an order made by the Commissioner under this section may be filed with a clerk of the Court of Queen's Bench and, after filing, the order is enforceable as a judgment or order of that Court.

No appeal

**69** An order made by the Commissioner under this Act is final.

Duty to comply  
with orders

**70(1)** Not later than 30 days after being given a copy of an order of the Commissioner, the head of the public body concerned must comply with the order unless an application for judicial review of the order is made before that period ends.

**(2)** If an application for judicial review is made before the end of the period referred to in subsection (1), the order of the Commissioner is stayed until the application is dealt with by the Court.

Division 2  
Complaints About and Reviews of the Commissioner's  
Decisions as Head of a Public Body

Adjudicator to  
investigate  
complaints and  
review decisions

**71(1)** The Lieutenant Governor in Council may designate a judge of the Court of Queen's Bench of Alberta to act as an adjudicator

- (a) to investigate complaints made against the Commissioner as the head of the office of the Information and Privacy Commissioner with respect to any matter referred to in section 51(2),
- (a.1) if the person who is appointed as the Commissioner is, at the same time, appointed as any other officer of the Legislature, to investigate complaints respecting any matter referred to in section 51(2) made against that person when acting as the head of that office,
- (b) to review, if requested under section 73, any decision, act or failure to act of the Commissioner as the head of the office of the Information and Privacy Commissioner, and
- (c) if the person who is appointed as the Commissioner is, at the same time, appointed as any other officer of the Legislature, to review, if requested under section 73, any decision, act or failure to act of that person when acting as the head of that office.

**(2)** An adjudicator may retain the services of any persons necessary to assist in performing the adjudicator's functions under this Act.

**(3)** The Government of Alberta may pay out of the General Revenue Fund

- (a) to an adjudicator, the expenses a judge is entitled to receive under section 57(3) of the Judges Act (Canada) while acting as an adjudicator, and
- (b) to a person whose services are retained under subsection (2), remuneration for those services.

1994 cF-18.5 s71;1995 c17 s14

Powers, duties  
and protections  
of adjudicator

**72(1)** For the purposes of section 71, an adjudicator has the powers, duties and functions given to the Commissioner by sections 51(2)(a) to (d), 53, 54 and 57(1), (2)(a) and (3) to (5).

**(2)** Sections 55, 56, 58 and 60 apply for the purposes of an investigation, inquiry or review by an adjudicator.

Right to ask for a  
review

**73(1)** This section applies

- (a) to a decision, act or failure to act of the Commissioner when acting as the head of the Office of the Information and Privacy Commissioner, and
- (b) if the person who is appointed as the Commissioner is, at the same time, appointed as any other officer of the Legislature, to a decision, act or failure to act of that person when acting as the head of that office.

**(2)** A person who makes a request to the Commissioner for access to a record or for correction of personal information may ask an adjudicator to review any decision, act or failure to act of the Commissioner that relates to the request.

**(3)** A third party notified under section 30 of a decision by the Commissioner to give access may ask an adjudicator to review that decision.

(4) A person who believes that the person's own personal information has been collected, used or disclosed in violation of Part 2 may ask an adjudicator to review that matter.

1994 cF-18.5 s73; 1995 c17 s15

How to ask for a  
review

74(1) To ask for a review under this Division, a written request must be delivered to the Minister.

(2) A request for a review of a decision of the Commissioner must be delivered within

- (a) 60 days after the person asking for the review is notified of the decision, or
- (b) any longer period allowed by the adjudicator.

Notifying others  
of review

75 On receiving a request for a review, the Minister must as soon as practicable

- (a) give the request to an adjudicator,
- (b) give a copy of the request
  - (i) to the Commissioner, and
  - (ii) to any other person who in the opinion of the Minister is affected by the request,

and

- (c) provide a summary of the review procedures
  - (i) to the person who asked for the review,
  - (ii) to the Commissioner, and
  - (iii) to any other person who in the opinion of the Minister is affected by the request.

Conduct and  
outcome of the  
review

76(1) An adjudicator has the powers and duties given to the Commissioner by sections 65 and 66(1) and (2), and sections 66(3) to (6) and 67 apply to an inquiry conducted by an adjudicator.

(2) On completing an inquiry, an adjudicator has the same duty to dispose of the issues, the same power to make orders and the same duty to notify others of those orders as the Commissioner has under section 68(1), (2), (3)(a) to (d), (4) and (5).

(3) A copy of an order made by an adjudicator under this section may be filed with a clerk of the Court of Queen's Bench and, after filing, the order is enforceable as a judgment or order of that Court.

(4) Section 70 applies to an order of an adjudicator.

### Division 3 Disclosure to Commissioner

Disclosure to  
Commissioner

77(1) An employee of a public body may disclose to the Commissioner any information that the employee is required to keep confidential and that the employee, acting in good faith, believes

- (a) ought to be disclosed by a head under section 31, or
- (b) is being collected, used or disclosed in violation of Part 2.

(2) The Commissioner must investigate and review any disclosure made under subsection (1).

(3) If an employee makes a disclosure under subsection (1), the Commissioner must not disclose the identity of the employee to any person without the employee's consent.

(4) An employee is not liable to a prosecution for an offence under any Act

(a) for copying a record or disclosing it to the Commissioner, or

(b) for disclosing information to the Commissioner

unless the employee acted in bad faith.

(5) A public body or person acting on behalf of a public body must not take any adverse employment action against an employee because the employee, acting in good faith,

(a) has disclosed information to the Commissioner under this section, or

(b) has exercised or may exercise a right under this section.

(6) Every person who violates subsection (5) is guilty of an offence and liable to a fine of not more than \$10 000.

(7) In carrying out an investigation and review under this section, the Commissioner has all of the powers and duties set out in sections 54, 57, 65, 66 and 68(1), (2), (3)(a) to (d), (4) and (5), and sections 55, 56, 58 and 60 apply.

## PART 5

### GENERAL PROVISIONS

Manner of giving  
notice

78 Where this Act requires any notice or other document to be given to a person, it is to be given

(a) by sending it to that person by prepaid mail to the last known address of that person,

(b) by personal service,

(c) by substitutional service if so authorized by the Commissioner, or

(d) by means of a machine or device that electronically transmits a copy of a document, picture or other printed material by means of a telecommunications system.

Exercise of rights  
by other persons

79(1) Any right or power conferred on an individual by this Act may be exercised

(a) if the individual is deceased, by the individual's personal representative if the exercise of the right or power relates to the administration of the individual's estate,

(b) if a guardian or trustee has been appointed for the individual under the Dependent Adults Act, by the guardian or trustee if the exercise of the right or power relates to the powers and duties of the guardian or trustee,

(c) if a power of attorney has been granted by the individual, by the attorney if the exercise of the right or power relates to the powers and duties of the attorney conferred by the power of attorney,



- (d) if the individual is a minor, by a guardian of the minor in circumstances where, in the opinion of the head of the public body concerned, the exercise of the right or power by the guardian would not constitute an unreasonable invasion of the personal privacy of the minor, or
- (e) by any person with written authorization from the individual to act on the individual's behalf.

(2) Any notice required to be given to an individual under this Act may be given to the person entitled to exercise the individual's rights or powers referred to in subsection (1).

1994 cF-18.5 s79;1995 c17 s16

Delegation by the  
head of a public  
body

80(1) The head of a public body may delegate to any person any duty, power or function of the head under this Act, except the power to delegate under this section.

(2) A delegation under subsection (1) must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate.

Annual report of  
Minister

81 The Minister must prepare an annual report about the operation of this Act and lay the report before the Legislative Assembly.

Duty to publish  
directory

82(1) The Minister must publish a directory to assist in identifying and locating records.

(2) The directory must include

- (a) a description of the mandate and functions of each public body and its components,
- (b) a description of the records in the custody or under the control of each public body,
- (c) a general listing of the records in the custody or under the control of each public body,
- (d) a subject index, and
- (e) the title, business address and business telephone number of the head of the public body.

(3) The directory must include, for each personal information bank, the following:

- (a) the title and location of the personal information bank;
- (b) a description of the kind of personal information and the categories of individuals whose personal information is included;
- (c) the authority for collecting the personal information;
- (d) the purposes for which the personal information was collected or compiled and the purposes for which it is used or disclosed;
- (e) the categories of persons who use the personal information or to whom it is disclosed.

(4) If personal information is used or disclosed by a public body for a purpose that is not included in the directory published under subsection (1), the head of the public body must

- (a) keep a record of the purpose and either attach or link that record to the personal information,
  - (b) promptly notify the Minister of the purpose, and
  - (c) ensure that the purpose is included in the next publication of the directory.
- (5) Subsections (2)(c), (3) and (4) do not apply in respect of a local public body.
- (6) The head of a local public body must make available for inspection and copying by the public a directory that lists the local public body's personal information banks and includes, for each bank, the information specified in subsection (3)(a) to (c).
- (NOTE: Subsections (5) and (6) come into force on Proclamation.)
- (7) The Minister must
- (a) ensure that copies of the directory are made available to public bodies and to public libraries as defined in the Libraries Act, and
  - (b) publish and distribute, at intervals of 2 years or less, supplements or replacements to keep the directory up to date.
- (8) The head of a public body must ensure that copies of the directory are available to the public at an office of the public body.
- (9) In this section, "personal information bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

Records  
available without  
request

**83(1)** The head of a public body may specify categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act.

(2) The head of a public body may require a person who asks for a copy of an available record to pay a fee to the public body, unless such a record can otherwise be accessed without a fee.

(3) Subsection (1) does not limit the discretion of the Government of Alberta or a public body to release records that do not contain personal information.

Access to  
manuals

**84(1)** Within 2 years after this section comes into force, the head of every public body must provide facilities at

- (a) the headquarters of the public body, and
- (b) any offices of the public body that, in the opinion of the head, are reasonably practicable,

where the public may inspect any manual, handbook or other guideline used in decision-making processes that affect the public by employees of the public body in administering or carrying out programs or activities of the public body.

(2) Any information in a record that the head of a public body would be authorized to refuse to give access to pursuant to this Act may be excluded from the manuals, handbooks or guidelines that may be inspected pursuant to subsection (1).

Protection of  
public body from  
legal suit

**85** No action lies and no proceeding may be brought against the Crown, a public body, the head of a public body, an elected official of a local public body or any person acting for or under the direction of the head of a public body for damages resulting from

- (a) the disclosure of or failure to disclose, in good faith, all or part of a record or information under this Act or any consequences of that disclosure or failure to disclose, or
- (b) the failure to give a notice required under this Act if reasonable care is taken to give the required notice.

Offences and  
penalties

86(1) A person must not wilfully

- (a) collect, use or disclose personal information in violation of Part 2,
- (b) make a false statement to, or mislead or attempt to mislead, the Commissioner or another person in the performance of the duties, powers or functions of the Commissioner or other person under this Act,
- (c) obstruct the Commissioner or another person in the performance of the duties, powers or functions of the Commissioner or other person under this Act,
- (d) fail to comply with an order made by the Commissioner under section 68 or by an adjudicator under section 76(2), or
- (e) destroy any records subject to this Act with the intent to evade a request for access to the records.

(2) A person who violates subsection (1) is guilty of an offence and liable to a fine of not more than \$10 000.

Fees

87(1) The head of a public body may require an applicant to pay to the public body fees for services as provided for in the regulations.

(2) Subsection (1) does not apply to a request for the applicant's own personal information, except for the cost of producing the copy.

(3) If an applicant is required to pay fees for services under subsection (1), the public body must give the applicant an estimate of the total fee before providing the services.

(4) The head of a public body, or the Commissioner at the request of an applicant, may excuse the applicant from paying all or part of a fee if, in the opinion of the head or the Commissioner, as the case may be,

- (a) the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or
- (b) the record relates to a matter of public interest, including the environment or public health or safety.

(5) The fees referred to in subsection (1) must not exceed the actual costs of the services.

Power to make  
regulations

88(1) The Lieutenant Governor in Council may make regulations

- (a) designating agencies, boards, commissions, corporations, offices or other bodies as public bodies;
- (b) respecting procedures to be followed in making, transferring and responding to requests under this Act;
- (c) respecting procedures to be followed in giving access where an applicant has asked to examine a record or for a copy of a record that cannot reasonably be reproduced;

- (d) respecting the making of requests under this Act orally instead of in writing;
- (e) respecting standards to be observed by officers or employees of a public body in fulfilling the duty to assist applicants;
- (f) authorizing the disclosure of information relating to the mental or physical health of individuals to medical or other experts to determine, for the purposes of section 17(2), if disclosure of that information could reasonably be expected to result in grave and immediate harm to the safety of or the mental or physical health of those individuals;
- (g) respecting procedures to be followed or restrictions considered necessary with respect to the disclosure and examination of information referred to in clause (f);
- (h) respecting special procedures for giving individuals access to personal information about their mental or physical health;
- (i) respecting the manner of giving consent for the purposes of sections 37(b) and 38(c);
- (j) prescribing persons to whom a public body may disclose personal information for audit purposes;
- (k) authorizing, for the purposes of section 22(1)(b), a local public body to hold meetings of its elected officials, or of its governing body or a committee of its governing body, to consider specified matters in the absence of the public unless another Act

- (i) expressly authorizes the local public body to hold meetings in the absence of the public, and

- (ii) specifies the matters that may be discussed at those meetings;

(NOTE: Subsection (1)(k) comes into force on Proclamation.)

- (l) respecting fees to be paid under this Act and providing for circumstances when fees may be waived in whole or in part;
  - (m) respecting forms for the purposes of this Act;
  - (n) respecting any matter that is to be included in a notice required by this Act;
  - (o) defining, enlarging or restricting the meaning of any term used in this Act but not defined in this Act;
  - (p) requiring public bodies to provide to the Minister information that relates to the administration of this Act or is required for preparing the Minister's annual report or the directory referred to in section 82;
  - (q) exempting any public body or class of public body from the operation of a regulation made under this subsection;
  - (r) providing that other Acts or regulations, or any provisions of them, prevail despite this Act;
  - (s) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.
- (2) The Lieutenant Governor in Council may delete a body designated under subsection (1)(a) only if the Commissioner is satisfied that



- (a) the body
  - (i) has been discontinued or no longer exists,
  - (ii) has been amalgamated with another body and use of the name under which it was designated has been discontinued, or
  - (iii) has changed its name,
- (b) the Government of Alberta no longer
  - (i) holds a controlling interest in the share capital of the body,
  - (ii) appoints a majority of members to the body or to the governing board of the body, or
  - (iii) exercises any other similar control over the body,
- or
- (c) it is in the public interest to delete the body.

Power to make  
by-laws

**89** A local public body, by by-law or other legal instrument by which the local public body acts,

- (a) must designate a person or group of persons as the head of the local public body for the purposes of this Act,
- (b) may authorize any person to perform any duty or exercise any function under this Act of the person or group of persons designated as the head of the local public body, and
- (c) may set any fees the local public body requires to be paid under section 87.

Application of  
this Act

**90** This Act applies to any record in the custody or under the control of a public body regardless of whether it comes into existence before or after this Act comes into force.

Review of Act

**91** A special committee of the Legislative Assembly must begin a comprehensive review of this Act within 3 years after section 6 comes into force and must submit to the Legislative Assembly, within one year after beginning the review, a report that includes any amendments recommended by the committee.

## PART 6

### TRANSITIONAL, CONSEQUENTIAL AND COMMENCEMENT

Appointment of  
first Information  
and Privacy  
Commissioner

**92(1)** For the purposes of appointing the first Information and Privacy Commissioner, if the Legislative Assembly is not sitting, the Lieutenant Governor in Council on the recommendation of the Standing Committee on Legislative Offices may appoint an Information and Privacy Commissioner, and unless the office sooner becomes vacant, the person so appointed holds office until the appointment is confirmed by the Legislative Assembly.

**(2)** Notwithstanding section 44, if the first Information and Privacy Commissioner is the Ethics Commissioner, the term of office of the Information and Privacy Commissioner expires when the appointment of the Ethics Commissioner expires or the office sooner becomes vacant.

1994 cF-18.5 s92;1995 c17 s17

93 to 97 (These sections make consequential amendments to other Acts. The amendments will be incorporated in those Acts when those sections come into force.)

Coming into force 98 This Act, except section 86(1)(e) and (2), comes into force on Proclamation.

(NOTE: Sections 42 to 50 proclaimed in force December 1, 1994. Sections 92, 93, 94, 96 and 97 proclaimed in force April 26, 1995. The remainder of the Act, except sections 1(1)(f)(ii) and (p)(iv), 4(1)(e) and (i), 22, 51(1)(a)(ii), 82(5) and (6), 88(1)(k) and 89, proclaimed in force October 1, 1995.)











